



Mary Joy Apolinario

Contact

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About Me

Organized and detail-oriented professional with strong communication and administrative skills. Committed to providing exceptional support and building positive relationships. Open to opportunities for meaningful contributions and professional growth.

Skills

- Management Skills
- Creativity
- Detail-Oriented
- Leadership
- Critical Thinking
- Proficient in Microsoft Office Suite

Education

- Bachelor of Secondary Education** 2019 - 2023
Pangasinan State University
Developed a strong foundation in English language and literature.
- Accountancy, Business, and Management** 2017 - 2019
University of Pangasinan
Basic concepts of financial management, business management, corporate operations, human resource, and office management

Experience

- Operation's Coordinator** Nov 2024 - April 2025
Stronger Builders LLC, USA
 - Managed permitting, fee payments, and tracking for new construction.
 - Coordinated property inspections, repairs, and documentation for refinancing.
 - Organized meeting notes, tracked action items, and ensured follow-ups.
- Dispatcher / Scheduler** Jan 2025 - March 2025
KC Power Clean, USA
 - Manage scheduling, capacity planning, and job conversions to optimize efficiency and resource utilization.
 - Communicate job status updates, perform technician audits, and ensure compliance with reporting and HR processes.
 - Handle administrative tasks, including invoicing, data entry, pre-lien documentation, and Google LSA strategy implementation.
- Customer Service Representative** April 2024 - Nov 2024
BAX Music, Netherlands
 - Managed email correspondence, calls, and customer inquiries.
 - Resolved issues by providing accurate product and service information.
 - Handled transactions and maintained records to ensure customer satisfaction.
- Online English Tutor** March 2020 - Feb 2024
RareJob Inc., Philippines
 - Expert at maintaining relations with corporate clients
 - Together with the creative director, manage a team of design and marketing professionals
 - Managed multi-platform regional and national campaigns

References

Joel Caralaan

Lead Scheduler / Dispatcher

Phone: +63 968 305 3838

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Lovely Ann Gino Largo

Administrative Assistant

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