

**REX C. ESTILLER**

Address: Rizal, Gubat, Sorsogon

Phone: 0923-429-6331

Email: [rexestiller\_17@yahoo.com](mailto:rexestiller_17@yahoo.com)

## PERSONAL STATEMENT

Administrative assistant knowledgeable in office functions, with background in security and technical field. Excels at multi-tasking in a fast-paced environment, completing project within a time and budget concerns. Customer service oriented with leadership ability and computer skills with the proficiency in MS Word, Excel, Outlook, and PowerPoint

##### EDUCATIONAL ATTAINMENT

College : Bicol University Gubat Campus

Gubat, Sorsogon

2004 – 2008

***Bachelor of Arts in Peace Studies***

High School : Rizal National High School

Rizal, Gubat, Sorsogon

2000 – 2004

Elementary : Bongsaran Elementary School

Bongsaran, Rizal, Gubat, Sorsogon\

1994 – 2000

##### EMPLOYMENT HISTORY

* **ELLIMAC PRIME HOLDINGS, INC. (Puregold)**

**Building Administrative Assistant**

October 14, 2013 – August 31, 2014

**Scope of Works:**

* Visit handled branches regularly.
* Observes compliance of tenants to the implemented house rules.
* Issuance of memo’s to tenant.
* Made electric and water bill of tenant.
* Process request of tenant (ex. Pull out, ingress, egress, work permit, etc.
* Coordinate with contractor and other concerned department all deficiency of building.
* **ZAGU FOODS CORP.**

**Site Locator Section Head**

(April 16, 2012 – October 10, 2014)

**Facilities Service Section Head**

(October 1, 2011 – April 15, 2012)

**Customer Service Section Head**

(December 15, 2010 – January 10, 2012)

**Field Officer (Inspector)**

(July 11, 2009 – December 14, 2010)

**Field Officer (Mystery Shopper)**

(February 25, 2009 – July 10, 2009**)**

* **QUANTUM AMUSEMENT CORP.**

**Service Crew**

August 22, 2008 – January 22, 2009

##### SEMINARS AND TRAININGS

**Basic Security Supervisory Course**

Valliant Security Training Center

107 Col. Boni Serano, Crame, Quezon City

June 30, 2014 – July 7, 2014

**AVID Seminar (Attitude Values Insight Development)**

Yearnings Outsourcing Cooperative Office

20 Gen. Delgado St., Brgy. San Antonio, Pasig City

**Current Good Manufacturing Practices**

ZAGU Head Office

52 West Capitol Drive, Kapitolyo, Pasig City

July 29-30 2012

**Leadership Training Series**

ZAGU Head Office

52 West Capitol Drive, Kapitolyo, Pasig City

October 1, 8, 15, 2012

**AVID Seminar (Attitude Values Insight Development)**

Yearnings Outsourcing Cooperative Office

20 Gen. Delgado St., Brgy. San Antonio, Pasig City

**REFERENCES**

**Mr. Alfredo C. Chen**

PMU Manager

Puregold Price Club, Inc.

Contact#: 0905-690-8532

**Ms. Gina A. Padua**

PMU Supervisor

Puregold Price Club, Inc.

Contact #: 0908-448-9606

**Ms. Maribel G. Sosing**

HR Staff

Yearnings Outsourcing Cooperative

Contact #: 0998-576-5738