



Contact

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Achievements

Gen. Virtual Assistant Certification

- EZACC Training Center, Issued June 2022
- Relevant skill: Gen. Virtual Assistant

Erevna: Research Forum (2019)

- 1st place- Poster Thesis

Skills

- Proficient in Microsoft Office & Google Workspace.
- Strong Administrative Proficiency
- Administrative Support
- Business Writing
- Scheduling & Calendar Planning

Language

English

Tagalog

Iloco (Native)

MITCHIE BENEDICTOS

DATA ANALYST

Highly organized and detail-oriented, with the ability to manage business functions, deliver executive-level support, and facilitate smooth operational transactions and projects successfully. Thrive on diverse challenges and approached sensitive issue resolution with discretion, tact, and diplomacy.

Experience

Aug. 2022- Current

Accenture | San Nicolas, Ilocos Norte

Data Analyst

- Extracting and interpreting data patterns to translate findings into actionable outcomes.
- Using an automated tool to extract data from primary and secondary sources and performing analysis to generate accurate records between multiple databases and programs.
- Reviewed outstanding requests and redirected workloads to complete projects on time. This includes documenting technical specifications and requirements for data collection.
- Modified, updated, and processed existing policies.

May 2021- July 2022

HRJ Ice Cream Manufacturing | Laoag City, Ilocos Norte

Part- Time Administrative Assistant

- Maintain an inventory of 20+ office supplies and raw materials (for Ice Cream) in an active physical filing system, ordered new supplies, and re-stocked as necessary
- And maintained and developed print advertisements as marketing material for the business.
- Processed and assisted on and off-site dealers, vendors, and clients' orders and inquiries through phone calls, meetings, and messages.
- Negotiate with prospective dealers over retail price for ice cream (popsicle sticks) and terms of sale during the ongoing inflation of commodities.

September 2019- March 2021

AXA Philippines | Baguio City

Executive Assistant

- Manage and coordinate multiple active calendars simultaneously and ensure each schedule is followed respectively
- Developed and presented sales reports for Senior Management, Executive Committee, and Financial Advisors every month
- Ensures correct processing of client requests and reviews documentation for routine policy changes, additions, deletions, renewals, or cancellations of insurance policies
- Prepares Financial Advisors' production summaries and performs follow-up processes as needed by actively monitoring premiums to pay through the Salesforce database (via AXA Mabi Salesforce website).

Educational Background

Master's in Business Administration

Aug. 2019- Oct. 2021

University of the Cordilleras

- Relevant Coursework: Feasibility Study and Research in Qualitative Methods in Business Globalized Marketing.

Bachelor's Degree in Marketing Management

May. 2016- Aug. 2019

University of the Cordilleras

- Relevant Coursework: Professional Salesmanship, Business Research, Feasibility Study, Business English and Correspondence