

# MONETTE R. SALVO

## CONTACT

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Blk14, Lot 17 Brgy. Guindapunan, Palo  
Leyte Philippines

## SKILLS

Microsoft Office Suite

Calendar management, Program  
management, Time management

Highly Motivated, Adaptability,  
Good communication skills, Strong  
work ethic, Attention to detail,  
Problem solver, Willing to learn

Driving skills, cooking, cross  
stitching

## EDUCATION

### NCII in Food & Beverages Services

Philippine Women's University  
Baguio City  
2002-2004

### NCII in Cookery

Philippine Women's University-  
Baguio City  
2015-2016

### Bachelor of Laws

Southwestern University- Cebu  
City  
2002-2004

### Bachelor of Science in Biology

Western Mindanao State University  
Zamboanga City Phil.  
1994-1998

## LANGUAGE / DIALECT

English, Tagalog, Cebuano,  
Waray, Ilonggo, Chavacano,  
Tausog

## PROFILE

Detailed-oriented virtual assistant with excellent interpersonal, planning and customer service skills. Possess extensive expertise in Microsoft Suite, and database management. Seeking the virtual assistant position to set a new standard for the administrative work, calendar and time management skills.

## WORK EXPERIENCE

### Administrative Aide

Leyte Provincial Hospital - Palo  
Leyte Phil 2019-June2023

- **Malasakit Center** - (2022- June 2023) I was in-charge on the liquidation and monthly report of the medical assistance coming from the government funds.
- **Medical Records Department** - (2020-2022) As a Medical Records clerk, my job was to handle and transmit all the documents such as Birth Certificate and Death Certificate of the patient to the Municipal Civil Registrar's Office, also in-charge in the releasing of Medical Certificate and Medico-Legal. And also tasked to do the statistical report and transmit it to the Department of Health every month/year.
- **Admitting Department** - (2019-2020) I manage all the information of the clients, received payment during night shift, make daily census of patients admitted for the day.

### Receptionist

Marriott Hotel al Jaddaf, Dubai UAE 2017-2018

- As a receptionist, my job was to greet visitors, answer and direct calls, schedule appointments, handle incoming and outgoing mails and more. I make sure I was able to properly execute my role by constantly providing a professional and welcoming first impression for both visitors and clients

### Customer Service Representative

Sitel Philippines 2015-2016

- Listen to customers' question and concern, provide information about products and services, take orders, calculate charges and process payments, review customer account and make changes, if necessary, handle returns and complaints.

### Pre-Elementary Teacher

St. Therese Educational Foundation of  
Tacloban City Phil. 2010-2015

- As a Pre-elementary teacher, it is within my expertise that I provide a safe, nurturing, and stimulating learning environment for young children hence why I created a positive learning environment, plan & deliver lessons, communicate with parents and collaborate with other teachers.

## ELIGIBILITY

Career Service (Professional/  
Second Level)

### Secretary

St. Therese Educational Foundation of Tacloban City Phil. 2005-2010

- As a secretary, I manage to handle incoming & outgoing calls, arranging appointments, typing, preparing & collating reports, organizing and servicing meetings.

### Sales Consultant

RC Goldline- Cebu City Phil. 2003-2004

- As a sales consultant, I am responsible for developing, planning implementing company's sales strategies.

### Sales Executive

Aqua Laboratory -Cebu City Phil. 2002-2003

- My role is to sets annual goals for the company and work towards achieving them with the assistance of the sales manager & sales associates. I also do selling and promoting products to both existing and potential clients.

### Sales Executive

Pacific Activated Carbon Company- CDO Phil 1998-2002

- As a sales executive , I am handling customer questions, inquiries and complaints. Preparing quotes and proposals. Sets annual goals for the company and work towards achieving them with the assistance of the sales manager & sales associates. I also do selling and promoting products to both existing and potential clients.