

Ann Nina M. Peduche

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Objective:

I am an enthusiast and open-minded individual who can positively impact the company by improving office efficiency, utilizing my exceptional time management skills, and tapping into my overall body of experience as an administrative assistant.

PERSONAL INFORMATION

Age: 24
Birthday: January 14, 2023
Religion: Roman Catholic
Sex: Female
Height: 163cm / 5ft3in
Weight: 68kg

EXPERIENCE

INTERNSHIP

BONTOC MULTI-PURPOSE COOPERATIVE (2020)

Sogod Southern Leyte

Loan and Accounting Department Assistant

- Daily entry of Journals for BIR.
- Filling records of Members.
- Organizing letters for the Members for the upcoming assembly.

OFFICE STAFF

MUNICIPALITY OF MALITBOG (MAY 2021)

Taliwa Malitbog Southern Leyte

- Filling records of Summer jobs and other Programs of DOLE
- Assist other staff in organizing small events at the office,
- Receives and compiles papers from the applicants
- Monitoring their work and accomplishment as well as documentation of those workers.

Freelance Assistant Graphic Designer

Taliwa, Malitbog Southern Leyte (work from home)

A2Z – AMAZON SELLER (AUGUST 2021)

- Poster Design for Amazon store, organizing photos of a product for better display at the store, all task was edited through Adobe Photoshop and Adobe Illustrator.

OFFICE STAFF

CENTRAL LUMBER CORPORATION (JUNE 2022)

Cebu City

- In charge of office supplies and other units of the office such as the Aircon and Photocopier.
- Proving the request for supplies from different branches and departments.

Freelancer Email Automation Specialists

Taliwa, Malitbog Southern Leyte (work from home)

Neon87 (AUGUST 2022)

EDUCATION**BS – Business Administration – Marketing Management**

Southern Leyte State University –Tomas Oppus Campus

2020

Secondary

Santo Nino Academy

Taliwa, Malitbog Southern Leyte

2015

Skills:

- Time management.
- Communication.
- Adaptability.
- Problem-solving.
- Teamwork.
- Creativity.
- Leadership.
- Interpersonal skills.
- Visual fast learner

Applications:

- Microsoft Suite
- Adobe Photoshop
- Adobe Illustration
- Google Suite

I hereby certified that the above information is true and correct base on my knowledge and beliefs.

ANN NINA M. PEDUCHE
Applicant