

CHRISTAN MIKHAEL D. RESTOR

Personal Information

Date of birth: 10-16-1992

Nationality: Filipino

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Profile

Driven administrative professional with experience as an Administrative Assistant II seeking a challenging position to utilize my strong organizational and communication skills. Proven ability to manage multiple tasks and prioritize effectively. Adept at providing exceptional administrative support, maintaining confidentiality, and ensuring efficient office operations.

Work Experience

Baybay City, Philippines

ADMINISTRATIVE ASSISTANT II University Registrar

- Data reports, analysis and management
- Developed and implemented efficient office procedures, streamlining administrative tasks.
- Supported team of professionals by preparing and editing correspondence, reports, and presentations, ensuring accurate and timely delivery of information.
- Facilitated smooth office operations by maintaining inventory, ordering office supplies, and coordinating maintenance requests, creating a well-organized and functional work environment.

Baybay City, Philippines

Administrative assistant Alumni Community Relations Office

- Managed and coordinated executive calendar, scheduling meetings, appointments, and travel arrangements, resulting in optimized time management and increased productivity.
- Layout tarpaulins and Alumni ID
- Take and Edit pictures and Videos during events and activities.

Skills

Office management
Professional

Data Management
Professional

Education

2009 – 2013
Baybay City, Philippines

**Bachelor of Science in Computer Science
Visayas State University**

Education

2015 – 2020
Baybay City, Philippines

Business Management | Master of Management
Visayas State University