

MONETTE SALVO

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Detail-oriented administrative assistant with excellent interpersonal, planning and customer service skills. Possess extensive expertise in Microsoft Suite, and database management. Seeking the administrative assistant position to set a new standard for the organization of expense reports and leveraging organizational and time management skills.

EXPERIENCE

2019 – 2023

ADMINISTRATIVE AIDE, LEYTE PROVINCIAL HOSPITAL

I manage schedules and appointments, answer and direct phone calls, handle correspondence, and handle office supplies and equipment. My greatest achievement was ensuring the smooth operation of our department and provided essential support to busy professionals.

2017 – 2018

RECEPTIONIST, DUBAI

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

2015 – 2016

CUSTOMER SERVICE REPRESENTATIVE, SITEL PHILIPPINES

My role was to assist customers with inquiries, complaints and issues related to a company's products or services. I was responsible for responding to customer queries, processing orders and returns, providing technical support, and upselling and cross-selling products.

2010 – 2015

PRE-ELEMENTARY TEACHER AIDE, ST. THERESE EDUCATIONAL FOUNDATION OF TACLOBAN INC.

As a Pre- Elem 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 and deliver lessons, communicate with parents, and collaborate with other teachers and staff.

1998 – 2004

SALES EXECUTIVE, AQUA LABORATORY CEBU CITY

I am responsible for identifying potential customers, pitching them products and services, and closing deals to generate revenue. I naturally have good negotiating skills, and working as a sales executive helped me refine them. This greatly helped the company grow as I was not only good at building relationships but also closing or finalizing deals that secured revenue for the company.

EDUCATION

2015 – 2016

NCII – FBS & NCII COOKERY, PHILIPPINE WOMEN’S UNIVERSITY

2002 – 2005

BACHELOR OF LAWS, SOUTHWESTERN UNIVERSITY

1994 – 1999

BACHELOR OF SCIENCE IN BIOLOGY, WESTERN MINDANAO STATE UNIVERSITY

1990 – 1994

HIGH SCHOOL, LICEO DE CAGAYAN UNIVERSITY

SKILLS

- Microsoft Office Suite
- Collaboration
- Adaptability
- Problem-solving
- Teamwork
- Strong work ethic
- Attention to detail
- Communication
- Calendar Management
- Scheduling