

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 and Functions

Baybay City, Philippines

ADMINISTRATIVE ASSISTANT II **University Registrar**

- Data reports, analysis and management
- Developed and implemented efficient office procedures, streamlining administrative tasks.
- Formulate exam schedule and class schedule for the university
- 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**

- Data reports, analysis and management
- Managed and coordinated executive calendar, scheduling meetings, appointments, and travel arrangements, resulting in optimized time management and increased productivity.
- Create graphical Information, Layout tarpaulins and Initiative to produce the Alumni ID.
- Take and edit pictures and videos during events and activities

Cebu City, Philippines

Computer Operator **Simon Group of Companies**

- Data reports, analysis and management
- Developed and implemented efficient office procedures, streamlining administrative tasks.
- Maintenance of company software and network connection
- troubleshoot and debug programs to ensure efficiency of the software

Baybay City, Philippines

AutoCAD Operator **Loreta Realty and Development Corporation**

- Data reports, analysis and management
- Building design and layouts
- Interior Layout base on building codes
- Supervising construction laborers

Skills

Office Management Professional	Microsoft Offices Professional	Problem Solving Above Average
Data Management Professional	Computer Programming Average	Hardware Maintenance Above Average
Communication Professional	Data Analysis Above Average	Leadership Above Average

Education

2020 – 2015 Baybay City, Philippines	Master of Management Business Management Visayas State University
2013 Cebu City, Philippines	STAAD and AutoCAD Padilla Review Center
2009 – 2013 Baybay City, Philippines	Bachelor of Science in Computer Science Visayas State University
2005 – 2009 Baybay City, Philippines	VSU-Laboratory High School Visayas State University
1999 – 2005 Baybay City, Philippines	Visca Foundation Elementary School Visayas State University