

# JOSEPH JAY PERALTA

## Administrative Professional | HR & Recruitment Support

### CONTACT

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### Professional Overview

Detail-oriented, results-driven, and highly functional administrative professional with nearly 5 years of experience in government service. Adept in handling administrative functions such as correspondence drafting, records and database management, recruitment processes, and other administrative support.

### EDUCATION

University of the Philippines  
Tacloban College

**BA Psychology (2014-2019)**

Tanauan National HS (2010-2014)  
*Honorable Mention*

Sto. Niño ES (2010)  
*Valedictorian*

### SKILLS

Microsoft Office Suite  
Database Management  
Communication Management  
Administrative Support  
Attention to detail

### PROFESSIONAL EXPERIENCE

#### ADMINISTRATIVE ASSISTANT II

**Department of Social Welfare and Development | 4Ps Division | 2021 – 2024**

- Ensured that incoming and outgoing communications, with or without deadlines, were promptly detailed and forwarded to the division chief for appropriate action.
- Provided minutes of meetings during events and meetings, ensuring accurate and organized records.
- Drafted and proofread office correspondence for the immediate supervisor.
- Processed and organized overtime requests, travel orders, expense and disbursement vouchers; maintained a tracking database and systematic filing system for easy retrieval and monitoring.
- Performed clerical and administrative functions during trainings and workshops such as but not limited to attendance monitoring, preparation of workshop materials, and logistics.
- Performed other tasks such as recruitment process, payouts and disaster operations.

#### ADMINISTRATIVE AIDE IV

**Department of Social Welfare and Development | HR division | 2019 – 2021**

- Handled incoming and outgoing communications and ensured the timely forwarding of such correspondence.
- Received job application documents and maintained a tracking database for monitoring purposes.
- Assisted in paper screening and preparation of longlist of applications for any vacant positions.
- Ensured sending regret letters through e-mails or texts to unsuccessful applicants.
- Recorded minutes of meetings and completed various administrative tasks to support HR operations.
- Performed other clerical and administrative functions needed by the immediate supervisor.

### CERTIFICATION/S

*Civil Service Professional Level*

### REFERENCES

Available upon request.