

PRECILA D. CONTERO-BELMONTE

SUMMARY

Detail-oriented and highly organized Administrative Officer with five years of experience in office management, administrative support, and operations coordination. Skilled in streamlining office procedures, managing records, and ensuring efficient workflow. Adept at handling correspondence, scheduling, budgeting, and liaising with internal and external stakeholders. Strong problem-solving abilities, excellent communication skills, and proficiency in MS Word, Excel, Photoshop, Publisher & Powerpoint.

Also an experienced Science Research Assistant with a strong background in laboratory procedures, data collection, and research analysis. Experienced in conducting experiments, maintaining lab equipment, and compiling research reports. Proficient in data analysis and some laboratory equipment like PCR, refrigerated centrifuge, etc.

A proactive team player committed to maintaining professionalism and confidentiality.

EXPERIENCE

Admin. Asst. (Temp. AO) 01/01/2021– Present
PhilRootcrops – VSU, Baybay City, Leyte

Research Assistant – 06/16/2017-12/31/2020
PhilRootcrops – VSU, Baybay City, Leyte

Sales Lady 06-02-2013-03/13/2014
Asia Consumer Value Trdg. Inc. – Baybay City, leyte

Photoshop Editor, 11/15/2011-1/16/2013
Fujifilm Color Photo Plaza – Baybay City, leyte

Accounting Clerk – 06/06/2011-10/11/2011
Gaisano Capital – Justice Romualdez St., Tacloban City

EDUCATION

Bachelor of Science in Biotechnology, 2017
Visayas State University
Visca, Baybay City, leyte

Mahaplag National High School - Upper Campus, 2007
Brgy. Upper, Mahaplag, Leyte,

CHARACTER REFERENCES

Marlon M. Tambis
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CONTACT

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SKILLS

- Administrative & Organizational Skills
- Good Communication Skills
- Good in Technical & Computer Skills
- Financial & Budgeting Skills
- Good in Problem-Solving & Decision-Making
- Good Technical (Microsoft Office & graphic designing)
- Time Management & Multitasking
- Knowledgeable in Laboratory Safety
- Sample Preparations
- Skilled in Data Handling