

# MARY ANNE C. ABEDEJOS

## Administrative Assistant



### PROFILE

Meticulous, known for being a detail-oriented, well organized team player. Skilled in calendar and travel planning, email management, as well as oral and written communication. I am also a fast-learner, proactive, and adaptive to changes person who excels in creative, critical, and analytical thinking skills.

### CONTACT

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Hindang, Leyte, Philippines

### EDUCATION

Visayas State University (2014-2019)  
Bachelor of Agricultural Business

Hilongos National Vocational School  
Major in Animation (2010-2014)



### SKILLS

- Multitasking Skills
- Proficiency in Microsoft Office
- Problem Solving
- Verbal Communication
- Administrative Skills
- Time Management Skills
- Graphic Editing
- Customer Relation



### SOFTWARES

- Microsoft Excel and Google Sheet
- Microsoft Office Applications
- Project Management Software (Click-up, Google Calendar, Monday, Trello, and Calendly)
- Canva, Adobe Photoshop, Filmora
- Google Drive



### TRAININGS

- 5 Days Training Workshop of Social Media Marketing, Bookkeeping, Lead Generation, Content Creation, Website Design and Search Engine Optimization  
(15 hours) Jan 9-13, 2023
- Virtual Data Privacy Act of 2012 Awareness Seminar (8 hours) April 7, 2022
- Basic Customer Relations Training  
(8 hours) Nov 28, 2021



# EXPERIENCES

## **Administrative Assistant | Quality Assurance Center Visayas State University | January 2022 - present**

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

## **Administrative Aide (Screener) Philippine Statistics Authority | June 2021-December 2021**

- Provide exceptional customer service to all Philippine ID applicants, screened and approved documentary requirements.
- Entertains public queries and problems regarding the registration process and keep and maintained all files (memoranda, correspondence, and reports)
- Assisted the PRT Supervisor in the preparation of administrative reports and communication

## **Team Supervisor | Population & Housing Census Philippine Statistics Authority | September-October 2020**

- Supervised the enumerators under my supervision, encoding of documents, prepared documents, checked and edited survey forms.

## **Sales Associate MR DIY | September 2019- March 2020**

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Directing customers to merchandise within the store.
- Increasing in store sales.
- Superior product knowledge.
- Introducing promotions and opportunities to customers.
- Cross-selling products to increase purchase amounts.