

Airra Camille Vasquez

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Professional Summary

Results-driven administrative professional with multi-industry experience in customer service, purchasing, training documentation, and materials management. Strong in organization, problem-solving, and handling multiple priorities without compromising quality. Brings a proactive mindset, excellent attention to detail, and a commitment to supporting business operations efficiently and professionally.

Work Experience

Casual employee - Comelec

April 2016 - August 2016

- ◆ Prepared, typed, and processed Bills of Lading under supervisor guidance, ensuring accuracy of shipment details and proper documentation for cargo movement.

Outlet customer service & Sales Support Specialist - 2GO Express Inc.

August 2016 - April 2019

- ◆ Handled ticket issuance for 2GO Travel, assisting customers with bookings, inquiries, and travel-related concerns in a professional manner.
- ◆ Created and managed work schedules for Customer Service Representatives, ensuring adequate coverage and smooth daily operations.
- ◆ Supported supervisors and managers with administrative and operational tasks, contributing to team efficiency and service quality.

Training and Documentation Specialist - 2GO Express Inc.

April 2019 - August 2022

- ◆ Developed and implemented company policies and standard operating procedures to improve workflow efficiency and ensure operational consistency.
- ◆ Conducted training sessions for new and existing agents and Customer Service Representatives, enhancing performance, knowledge retention, and service quality.
- ◆ Provided operational support to the Operations Manager and Business Unit Head, assisting in planning, coordination, and execution of departmental initiatives.

Materials Management & Asset Management Supervisor - F2 Logistics Inc.

August 2022 - February 2023

- ◆ Conducted daily monitoring and review of all employee purchase requests, ensuring compliance with company policies, budget controls, and approval procedures.
- ◆ Overseeing day-to-day monitoring of all facilities within the F2 perimeter, ensuring operational readiness, safety standards, and proper maintenance coordination.
- ◆ Monitored and documented all F2 truck incidents and accidents, coordinating reports, follow-ups, and corrective actions to support safety compliance and risk management.

Purchasing Supervisor - Caisel Management Corporation

February 2023 - February 2026

- ◆ Led the daily monitoring and review of company-wide purchase requests, ensuring accuracy, policy compliance, and timely approvals.
- ◆ Supervised and guided purchasing staff, providing direction, resolving issues, and supporting decision-making to maintain efficient procurement operations.

- Took ownership of daily logistics scheduling, making coordination decisions to ensure smooth deliveries and uninterrupted supply chain flow.
- Worked closely with the Supply Chain Director, supporting operational planning and contributing to process improvements and departmental efficiency.
- Managed high-priority and urgent purchasing requests from the CEO and President, exercising sound judgment and discretion to meet critical deadlines.

Education

Business Administration Major in Business Management

Lyceum of the Philippines University | Manila
 Graduated April 23, 2016

The Immaculate Mother Academy | Caloocan City
 SY 2008-2012

The Immaculate Mother Academy | Caloocan City
 SY 2001-2008

Skills

Communication Skills

Expert

Strategic Outsourcing

Advanced

Time Management

Advanced

Vendor Negotiations

Advanced

Customer Service

Advanced

Social Links

Email

Courses

Defensive Driving Seminar

Purchasing Management

Negotiation Skills

Awards

Certified 2GO Express, 2GO Travel, and FedEx Trainor

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References

Malyn P. Garcia