

Chandelle Jan Heaven Untalan

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SUMMARY

Highly organized and detail-oriented professional with experience as a Project Officer, and Administrative Assistant. Proficient in handling administrative tasks, client communications, and marketing initiatives. Knowledgeable in Human Resources processes, including recruitment, employee engagement, and compliance. Adept at multitasking, maintaining confidentiality, and contributing to team success through effective communication and problem-solving skills.

KEY COMPETENCIES

Problem-Solving & Critical
Thinking
Attention to Detail
Organizational Skills

Technology Proficiency
Project Management Skills
Analytical Skills

HR Administration
Employee Relations
Time Management

PROFESSIONAL EXPERIENCE

Philippine Coalition Against Tuberculosis

2024-2025

Project Officer

Ensures the effective implementation of TB control programs by coordinating with stakeholders, supporting healthcare facilities, and managing data for accurate reporting. With expertise in project management and capacity building, they drive public-private collaboration to reduce the burden of tuberculosis in the Philippines.

Responsibilities:

- Work closely with local government units, healthcare providers, NGOs, and community leaders to promote TB awareness and treatment programs.
- Collect, analyze, and maintain records of TB-related cases, interventions, and outcomes.
- Ensure adherence to national and local TB control policies and health regulations.
- Assisting private physicians in registering with the Integrated Tuberculosis Information System (ITIS) and reporting diagnosed TB cases, including treatment outcomes.
- Conducting assessments in assigned areas to gather information on private health facilities and their involvement in TB control.
- Tracking project progress, assessing outcomes, and ensuring adherence to established standards and guidelines.
- Promoting TB awareness and control measures, and contributing to the development of standardized TB diagnosis and treatment protocols within the private sector.

Legazpi City Hospital

2023-2024

Administrative Assistant / HR Assistant

Supports hospital operations and human resource functions by managing schedules, coordinating communications, and ensuring smooth administrative workflows. With strong organizational and interpersonal skills, I assist in maintaining operational efficiency while providing exceptional support to both hospital staff and patients.

Responsibilities:

- Generating reports and assisting in the preparation of hospital-related documentation.
- Screen resumes, schedule interviews, and support the hiring process
- Communicating with various departments to ensure efficient operations and resolve administrative concerns.

- Organize team-building activities and employee recognition programs.
- Handling correspondence and maintaining filing systems for medical and administrative records.
- Assisting with the recruitment and onboarding of new staff, ensuring all necessary documentation is completed.
- Draft memos, announcements, and correspondence related to HR matters.
- Maintain training records and assist in assessing training needs.
- Maintain and update personnel files, including employment contracts, certifications, and performance reviews.
- Assist in updating and disseminating HR policies, memos, and manuals.
- Acting as a liaison between staff, management, and external stakeholders.
- Organizing meetings, appointments, and hospital events, ensuring proper coordination across departments.
- Ensure new employees submit required documentation.
- Assisting in the planning and execution of employee training sessions, workshops, and hospital events.

Administrative Assistant

2019-2023

HeavenForrest Marketing

Assist with various tasks such as organizing files, maintaining records, and supporting staff to streamline day-to-day activities.

Responsibilities:

- Managing office supply inventory, placing orders when necessary, and ensuring that the office is adequately stocked for daily operations.
- Coordinating with vendors for orders, deliveries, and invoices, ensuring smooth transactions and timely resolution of any issues.
- Keeping track of receipts for purchases and services, organizing them for easy access, and ensuring they are properly filed for accounting purposes.
- Ensuring deliveries are received correctly, verifying that items match orders, and reporting any discrepancies to the appropriate department.

EDUCATION

Bicol University-Main Campus

Bachelor of Science in Nursing 2019

St. Agnes Academy

Secondary Level 2015

CERTIFICATES

- Leadership Award 2019
- TEFL Certificate
- National Tuberculosis Control Program - Manual of Procedure 6th Edition
- Shaping Success: Cultivating Organizational Culture to Boost Employee Engagement
- Behavioral Event Interviewing
- HR Foundations: Core Human Resources
- Communication Skills for Aspiring Managers
- Duke University - Introductory Human Physiology
- Duke University - The Challenges of Global Health
- University of Copenhagen - Introduction to Global Health
- Yale University - Essentials of Global Health