


JEMILLYN DELOS SANTOS



ADMIN / PURCHASING

 639171330120

 Almeda, Pateros Metro Manila

 cruzjemillynlangite@gmail.com

EDUCATION

2013

Tertiary

Centro Escolar University

BS Tourism Management

Dean's Lister


2009

Secondary

Pateros Catholic School

SKILLS

Strategic Planning 

Buying / Negotiation 

Transcription 

VA Skills 

Graphics 

To integrate my academic capabilities and people skills in a company that provides opportunities for professional advancement, financial stability and self-fulfilment.

WORK EXPERIENCE

2019 - present

Practice Progressive Sales

Position: Virtual Admin

- Transcribing and Report
- Email Management
- System: Zoho, Team Work, Dropbox, Vonage Jotforms
- Minor graphics
- Update and Data creation management

2022

Pointwest Innovations Corporation

Position: Senior Procurement / Admin

- Biddings
- Construction Project and Moveout
- Vendor Sourcing and Background Check
- Preparing Purchase Orders
- Evaluation of Contractor and Vendor performance.
- After Sale Checking

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WORK EXPERIENCE

2020-2021

Medical Cannabis Services (Australian Account)

Position: Client Administrative

- Payments processing.
- Engaging with clients/ pharma & doctors
- Sales Force and Zoiper knowledge
- Documentation processing
- Administrative Task

2019 - 2020

Cashalo (FinTech)

Position: Employee Services / Admin Support

- Employee, Clients and Investor Services
- Fleet, Accommodation and Visa Services
- Events Coordinator
- Facilities and Permit processing
- Creating of Corporate processing
- Contracts Handling
- Payments Processing

2016 - 2019

KidZania Manila

Position: Operations Admin

- Scheduling and Timekeeping tasks
- Preparing of Operation reports
- Support in Operation, Managers and Heads
- Documentation processing
- Ordering and Preventive Maintenance

2013 - 2019

Pointwewst Technologies Corp

Position: Admin and Purchasing Associate

- Scheduling and appointments
- Inventory Management
- Biddings
- Contractor and Facilities Performance

2022 - present

Genpro International Inc.

Position: Admin and Purchasing Export

- Buying of products for Export
- Shipment from Ph to US
- Documentation and ordering: Shipping line, manifest and Invoice