

Ma. Germae E. Pimentel



A dedicated and versatile entry-level professional, who excels in managing tasks seamlessly while maintaining a keen eye for detail. Known for my problem-solving abilities and discretion, I am committed to delivering exceptional administrative support tailored to meet your needs.

EDUCATION

ATENEO DE DAVAO UNIVERSITY

2022-2024

IDS LANGUAGE AND LITERATURE; AB PSYCHOLOGY

SKILLS

- Proficient Writing Skills
- Fluent English
- Research Analysis
- Attention to Detail
- Adaptability
- Problem-Solving
- Computer Literacy
- Strong Communication



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