



# MELLANIE PARIÑAS

## WORK EXPERIENCE

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### Online Clients - Virtual Assistant

Feb 2018–Feb 28, 2025

Drop shipping, Administrative Tasks, Data Encoding, Internet Research, LinkedIn Lead Generation, Database Management, Social Media Management (Facebook, LinkedIn, etc.), Xero Bookkeeping

### ACADSOC – ESL Tutor

Feb 2018–Mar 2018

Teach English as a second language to Chinese people of all ages

### AVON Naga – Avon Representative

March 24, 2017–to present

Identify and engage with prospective buyers, provide product demonstrations, and assist customers with inquiries.

### Fortune Life Insurance Inc – Financial Consultant

December 31, 2016–to present

Identify and engage with prospective buyers, provide product demonstrations, and assist customers with inquiries.

### T&M Kumangai Inc - Administrative Secretary

Jan 17, 2025–Jan 17, 2016

- Monitor production, deliveries, and vehicle mileage, generating reports.
- Manage inventory, reconcile stock, and compile reports.
- Handle communication, scheduling, and correspondence.
- Process sales, bookkeeping, and financial transactions.
- Manage import/export documentation and supplier negotiations.
- Oversaw payroll, tax reports, and accounts management.
- Provide support in cashiering and restaurant operations when needed.

### Keo Sung Enterprise Co. Phils. Inc. - Admin Secretary/ HR Officer

Dec. 24, 2001–Dec. 24, 2004

- Monitor production, deliveries, and inventory, generating reports.
- Manage communication, scheduling, and correspondence.
- Handle sales, bookkeeping, payroll, and financial records.
- Oversaw import/export documentation and supplier negotiations.

### HRD (S) PTE., LTD – Office Staff

June 11, 2001–November 10, 2001

- Uses Architrend (AutoCAD Application) in making house layouts
- Estimate and plan the right measurements and layouts of buildings and houses of different types

### PLDT Co. Rosario Sub Exchange – On-the job Trainee

June 11, 2001–November 10, 2001

- Encode application forms for telephone line subscribers
- Handle and operate Phone Booth Calling System
- Coordinate and Assist customer inquiries, requests and complains

## EDUCATION

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### Bachelor of Science in Business Administration Major in Business

Management - San Sebastian College Recoletos De Cavite Philippines

1997 - 2001

### Highschool - Saint Joseph College Cavite Philippines

1993 – 1997

### Grade School – Colegio de Santa Isabel Naga City Camarines Sur Philippines (now USI)

1987 – 1993

## PROFILE

Highly organized and detail-oriented professional with expertise in administrative support, customer service, bookkeeping, social media management, and task coordination. Known for delivering reliable, proactive, and confidential support to businesses. Passionate about streamlining processes, enhancing efficiency, and ensuring top-notch client satisfaction.

## SKILLS

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- Administrative Support, Data Entry & Data Organization
- Client Communication & Management
- Proficient in Google Suite & Microsoft Office
- Email & Calendar Management
- Problem-Solving & Multitasking
- Xero Bookkeeping
- Guest communication & service accommodation
- Virtual Assistant/Drop shipping/Data Encoding/Internet Research, Date Scraping, English Tutor, etc.
- Social Media Management (LinkedIn, Facebook, Instagram, etc.)

## CONTACT

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