

Rowie Jane Faith Gabo

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WORK EXPERIENCE

Project Associate

Philippine Business for Social Progress • Intramuros, Manila, Philippines

- Prepared, keyed in, edited and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Opened and distributed incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- Scheduled and confirmed appointments and meetings of employer
- Ordered office supplies and maintain inventory
- Answered telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintained manual and computerized information filing systems
- Determined and established office procedures
- Greeted visitors, ascertained nature of business and directed visitors to employer or appropriate person
- Recorded and prepared minutes of meetings
- Arranged travel schedules and make reservations
- Compiled data, statistics and other information to support research activities
- Supervised and trained office staff in procedures and in use of current software
- Organized conferences

Clerk

Integrated Provincial Health Office • Dumaguete City, Philippines

- Prepared correspondence, reports, statements, forms, presentations, applications and other documents from notes or dictaphone
- Responded to telephone, in person or electronic enquiries or forward to appropriate person
- Provided general information to staff, clients and the public regarding company or program rules, regulations and procedures
- Photocopied and collated documents for distribution, mailing and filing
- Sorted and filed documents according to established filing systems, locate and retrieve documents from files as requested and maintain records of filed and removed materials
- Maintained and prepared reports from manual or electronic files, inventories, mailing lists and databases
- Processed incoming and outgoing mail, manually or electronically
- Sent and received messages and documents using fax machine or electronic mail
- Assisted with administrative procedures such as budget submissions, contracts administration and work schedules
- Maintained inventory of office supplies, ordered supplies as required and arranged for servicing of office equipment
- Performed basic bookkeeping tasks such as preparing invoices and bank deposits
- Sorted, processed and verified receipts, expenditures, forms and other documents
- Organized the flow of work for other office support workers.

EDUCATION

Bachelor of Science in Nutrition and Dietetics

Jun 2012 - Mar 2016

Silliman University • Dumaguete City, Philippines

SKILLS

- Excellent in oral and written communication skills
- Basic computer troubleshooting
- MS Office (and other computer operating systems)
- Video and photo editing
- Cooking, Swimming and Driving

PROFESSIONAL CREDENTIALS

- Registered Nutritionist-Dietitian
- Certified Commercial Cook

REFERENCES

- Dr. Liland Zoila B. Estacion - +639652695013
- Ms. Sarah Jane Elamparo - +639977243454