



JULIE ANN B PAJADORA-ABERIN



09157167042



julieannbpajadora@gmail.com



@julieannpajadora-aberin



Quezon City, Philippines

WORK EXPERIENCE & SKILLS RELATED

Company Name:Gold MNL Novelty Shop - QC Ph

Position: Executive Assistant / Operations Assistant

Start:July 2024 - Present

- Oversee daily operations and ensure smooth workflow
- Manage everyday tasks
- Prepare and organize monthly financial reports
- Handle management and coordination tasks across the team
- Maintain platform efficiency and streamlined processes
- Managed customer service operations and maintained consistent, professional daily communication with clients

Company Name:Gold MNL Novelty Shop - QC Ph

Position: Admininstrative Officer & Supervisor

Joined: November 2023 - June 2024

- Prepared and processed all orders from online platforms, like Tiktok, Facebook and Instagram
- Ensured accuracy, quality, and quantity of all incoming and oitgoing products
- Handled product encoding and maintained organized inventory records
- Monitored stock levels and coordinated needed supplies promptly

Company Name:Printing Partners Ph - Sta Mesa, Manila

Position: Administrative Assistant

Joined: October 2022 - October 2023

- Assisted in supplying and preparing printed materials for clients
- Beginner-level social media management: product shooting and posting
- Provided customer servive and handled basic client inquiries
- Check and monitored stocks for printing materials and supplies
- Ensured quality control in the office and in printed outputs

Company Name:S&D Floral Studio - Manila

Position: Administrative Assistant

Joined: January 2020 - August 2022

- Prepared and processed customers orders, both in-store and online
- Ensured quality and accuracy of floral products before release
- Handled encoding of items , daily records and basic documentation
- Check stock levels of flowers, supplies and packaging materials
- Assisted in customer service and order inquiries
- Maintained workflow efficiency and supported day-to-day operations

EDUCATION

Tertiary - Computer Business Management

College For Research and Technology - Cabanatuan City, Nueva Ecija

2015-2017

ADDITIONAL INFORMATION

Age : 26
Date of Birth : June 26, 1999
Gender : Female
Civil Status : Married
Languages : English, Filipino