

CARLA JANEAH MISSION

Operations and Administrative Support Specialist

📍 Bacolod City, Negros Occidental, Philippines

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PROFESSIONAL SUMMARY

Detail-oriented government professional with nearly six years of experience in data verification, records management, and administrative support across multiple departments of a national government agency. Proficient in Microsoft Excel, database management and government online systems to ensure data accuracy and compliance. Experienced in AutoCAD-Google Earth technical mapping and remote coordination with field personnel. Experienced in supporting small business operations through social media management, digital documentation, and daily operations demonstrating strong organizational, communication and multitasking skills.

CORE SKILLS

- Administrative & Data Skills: Microsoft Excel, database management, data analysis and monitoring, digital documentation
 - Technical & Digital Tools: Canva, Microsoft Office Suite, Social media platforms, Autocad-Google Earth
 - Remote Work Strengths: Time management and multi-tasking, attention to detail, adaptability and problem-solving
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PROFESSIONAL EXPERIENCE

DEPARTMENT OF AGRARIAN REFORM

Processor / Verifier - SPLIT Project | 2023 - Present

- Validate and review large volumes of field data and documentation to ensure accuracy and program compliance
- Process verification results and update records using Microsoft Excel and online government systems
- Coordinate remotely with field personnel and stakeholders for data clarification and corrections
- Maintain organized digital records and monitoring reports

Unit Head - AutoCAD-Google Earth Unit | 2020 - 2023

- Led technical mapping using Autocad-Google Earth and spatial data validation for land tenure and agrarian reform projects
- Supervised data consistency and quality control within the unit

Staff - Planning, Monitoring & Evaluation Unit | 2019 - 2020

- Assisted in database management using Microsoft Excel and government online database system, records filing, and report preparation
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ADDITIONAL EXPERIENCE

FAMILY-OWNED CAFÉ - OPERATIONS SUPPORT

Part-time / Ongoing

- Manage social media content and basic promotional materials using Canva
 - Assist in daily operations, inventory monitoring, and customer coordination
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EDUCATION

Bachelor of Science in Electronics Engineering

Technological University of the Philippines - Visayas

2012-2017

Secondary Education

St. Joseph School - La Salle

2008-2012

REFERENCES

Available upon request