



CAROLINE K. RAMOS

EXECUTIVE & ADMINISTRATIVE ASSISTANT

PERSONAL PROFILE

I am a driven, highly motivated, administrative professional with over 7 years of experience providing executive-level support.

CONTACT DETAILS

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Ricarte St., U,P Campus Diliman,
Quezon City 1101

AREAS OF EXPERTISE

- Managing files, records, and documents
- Managing calendars

SKILLS

- Organization
- Prioritization
- Scheduling
- Delegation

EMPLOYMENT BACKGROUND

EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO

HATCHASIA, INC. (September 2015 - Present)

- provide high level secretarial and administrative support to the high-level executive committee
- prepare correspondence, documents, presentations
- conduct research, organize data, generate reports
- manage schedules and itineraries
- arrange and coordinate meetings and functions
- draw up and distribute minutes of meetings
- liaise with senior management, clients, external providers
- set up, maintain, and improve data management systems

TRADE CHANNEL ACCOUNT ASSISTANT

GOLDEN ABC. INC. (Sept. 2003 - Sept. 2009)

- Manage & monitors day to day Purchase Orders
- Monitors delivery of goods per item.
- .Preparing Weekly Reports and Monthly Inventory of all items
- .Monitors all Collectibles and Receivables.
- Offer consumer goods packages to corporate and retail clients
- Meet with clients every quarter to update or renew services

PERSONAL REFERENCES

RONALD ROQUE L. ARAMBULO

(FORMER PRESIDENT & CEO OF HATCHASIA, INC.)
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THADDEUS TAN

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