



JANELYN CERIOLA-BRILLANTES

CONTACT:



+639066626366



j20brillantes@gmail.com



996 D. Poblete Street
BF Homes Executive
Village, Las Piñas,
Metro Manila

EDUCATION:

Philippine Women's University
Taft Ave , Manila
Bachelor of Science in
Business Administration
Major in Management
Date Graduated March 1998

SKILLS:

*Written & Oral
Communication, Computer
Literacy & Driving Skills

* Knowledge of office
management systems and
procedures

* Excellent time management
skills and the ability to
prioritize work

*Dedicated Administrative
Assistant

PROFILE:

Experienced Administrative Assistant with knowledge in office management processes. Competencies include record keeping, document management, personnel support and report presentation.

WORKING EXPERIENCE:

2017 to Present

PART-TIME ADMINISTRATIVE JOB

December 2016 to March 2017

BILLING ANALYST

CONVERGE ICT & SOLUTIONS INC.
Reliance IT Bldg, 99 E. Rodriguez Ave.
Jr. Brgy. Ugong Pasig City

November 2014 to February 2015

**ADMINISTRATIVE ASSISTANT
(RELIEVER)**

WORLD CAT LIMITED-PUMA
Unit 802, 8th Floor, BDO Equitable Tower,
8751 Paseo De Roxas Ave. Makati City

January 2006 to December 2010

FINANCIAL ASSISTANT

3N2J TRADING & SERVICES
Calvo Bldg. Escolta, Manila City

January 2000 to December 2005

RECEPTIONIST

BICOL OIL INTERNATIONAL &
SHIPPING CORP.
Unit 1503, 15th Floor, Cityland Tower
Pasong Tamo, Makati City

CHARACTER REFERENCE:

Edsel Andre J. Silo

Product Development Manager
Satellite Teams
+639178233244

Loida Serrano

Head Admin
World Cat Limited-Puma
+632.8860716