

# TRISHA MAE DELA MERCED

---

DOCUMENT CONTROLLER/ADMINISTRATIVE STAFF

---

## CONTACT

---

(052) 654-9381

Trishadelamerced20@gmail.com

## ADDRESS

---

DUBAI, UAE.

Dear Hiring Manager,

I am writing to introduce myself as an experienced and dedicated Document Controller/Admin Staff seeking a position with your company. I have an Associate Degree in Information Technology and two years of professional experience in the field.

I have a proven record of success in the management, organization, and safeguarding of documents. I have experience with a range of document control systems including document management, document tracking, and document conversion. I have also worked extensively with databases and archives to ensure accuracy and compliance.

I am highly organized and efficient, with excellent attention to detail and I am also highly motivated and eager to take on new challenges.

My experience, coupled with my enthusiasm and commitment, makes me an ideal candidate for the Document Controller/Admin position. I would be thrilled to join your team and contribute to your company's success. I have enclosed my resume for your review and I look forward to hearing from you soon.

Warm regards,

Trisha Mae Dela Merced



## CONTACT DETAILS

**Mobile no.:**  
**(052) 654-9381**

**Email:**  
**trishadelamerced20@gmail.com**

**Address:**  
**Dubai, UAE**

## OBJECTIVE

Experienced professional with administrative and document control expertise. Reliable in completing quality work and proven track record of exceeding expectations. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively and unsupervised, quickly mastering new skills.

Looking for role in Document Control and Administrative profession which allows opportunities to effectively utilize abilities for continuous value addition and growth along with the organization.

# TRISHA MAE DELA MERCED

## DOCUMENT CONTROLLER / ADMINISTRATIVE STAFF

### WORK EXPERIENCE

#### **BETONBAU PHIL., INC**

**Civil Construction Company**  
**Document Controller / Admin Staff**  
Manila, Philippines  
Sep 2021- Jan 2024

- Managed project documentation, ensured that procedures meet formal and standard requirements, helped in planning stages of specific projects, safeguarded documents were shared only to authorized personnel to facilitate timely project completion
- Responsible for collecting, maintaining organized and updated documents such as drawings and blueprints for the business by uploading in Document Management Software, retrieving documents for proper tracking, review and storage to comply with laws and regulations
- Created templates used by company personnel and kept them updated on new document versions and ensured authorized access is set-up
- Managed filing systems, both digital and physical for departments across the company, archiving, scanning, printing, renaming, recording, and systemizing records of incoming hard and electronic copies of drawings
- Handled records across various departments and maintained confidentiality regarding sensitive documents, established and maintained record retention timelines

#### **Accomplished Projects:**

##### **SMDC Twin Residences**

Talon Uno, Alabang-Zapote Road, Las Piñas City, Philippines  
Sep 2023 – Jan 2024

##### **CEMEX Solid K4-Expansion**

Sitio Tagbac, San Jose, Antipolo City, Rizal, Philippines  
Mar 2022 - Sep 2023

##### **Base 4 Plant**

KM.66 San Pablo Nayon, Sto. Tomas, Batangas, Philippines  
Sep 2021- Mar 2022

#### **WATER FOR LESS**

**Water Purification Supplies**  
**Sales and Admin Supervisor**  
Bulacan, Philippines  
Jun 2019-Aug 2021

- Responsible to plan, organize, direct and evaluate all operation and maintenance functions
- Supervised proper operation of Water Treatment and Distribution System, as well as the installation, maintenance and repair of all Water System Facilities

## SKILLS

- Document Control
- Office Administration
- Process improvement
- Records maintenance
- Log updating
- Competence in Software Quickconnect & FileZilla Project
- Proficiency in Microsoft applications Word, Excel and PowerPoint

## TRAININGS

### **Construction Occupational Safety and Health**

AVIE Training and Consultancy Services  
Dec 2020

### **Occupational First Aid and Basic Life Support**

Prompt Care Learning Center, Inc.  
Mar 2022

## EDUCATION

### **Microlink Institute of Science and Technology**

**Information Technology**  
Apr 2020

- Maintained operations work performance focused on efficiency, work quality, cost, schedule and related customer service
- Acquired the necessary equipment for the operation of water refilling stations, managed company vehicle fleets to deliver to consumers
- Researched for latest technology to enhance the various steps in water treatment to maintain the highest quality of water purification
- Provided customer needs through efficient delivery system and quick response on their orders and queries, maintained the loyalty of present consumers and attract other market segments
- Managed processes to sustain the profitability of the business and aim to branch out to other locations
- Prepared budget and monitored budget performance, managed accounts payables and receivables
- Timely and accurate completion of all required state, local and district reports, including operation and maintenance reports, compliance with all regulatory mandates, permit requirements, sampling schedules and state mandated actions and programs
- Lead and performed customer service-related duties quality complaints
- Provided administrative support to ensure efficient operation of the office, supported managers and employees through a variety of tasks related to organization and communications, wrote and distributed email, correspondence memos, letters and forms
- Supervised the delivery of business support for department managers and front-line team, trained staff in company systems and procedures
- Handled customer queries and requests, after-sales communications, acted as point of contact for internal and external clients, provided general support to sales office visitors

---

### **BETONBAU PHIL., INC**

#### **Civil Construction Company**

**Document Controller / Admin Staff**

Manila, Philippines  
Mar 2018 – May 2019

- Performed document control duties, which included registering all the incoming and outgoing correspondence, transmitting drawings and documents and other related documentations from Project Site.
- Managed administration, technical assistance and clerical support to the project control team as required various project divisions to ensure efficiency and effectiveness during the operations
- Compliance to all company standards, policies and procedure, ensued all documentation meets required standards and project completion

#### **Accomplished Project:**

### **Bulacan Cement Mill**

Republic Cement & Building Materials, Inc – A CRH-ABOITIZ Company  
Minuyan, Norzagaray, Bulacan, Philippines  
Mar 2018 – May 2019

---