



# ANGELYN ASPILLAGA RUBI

Admin Coordinator

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508 Ali AL Qubaisi Building, Al Nahda  
Sharjah, United Arab Emirates

## Education

Bachelor of Science in Computer Science  
Saint Michael College  
Cantilan, Surigao del Sur Philippines

## Expertise

- Good Communication
- Computer Literate
- Time Management
- Ensured Customer Satisfaction
- Analytical Thinking
- Strong interpersonal skills

## Personal Particular

- DOB: March 15, 1995
- Visa Status: Visit Visa
- Reference available upon request

## Language

- English
- Tagalog

Reference available upon request

## Profile

7 years experienced in administration and customer service in shipping and retail industry align to support goals with company and business priorities through building customer satisfaction and integrity.

## Work Experience

### LBC Express Incorporated 2018-2024

Administration Coordinator - Philippines

- Handles clerical duties
- Oversee all administrative tasks
- Maintaining documentation
- Ensure smooth day to day operations in admin functions and duties
- Compose and prepare written correspondence

### SM Homeworld Seaside Cebu Jun.-Nov. 2018

Sales Coordinator - Philippines

- Assist sales team on all clerical duties
- Supporting sales team by facilitating interdepartmental communications
- Act as document controller
- Responsible in stationeries refills
- Assist inquiries and escalating to concerned sales person

### Metro Retail Supermarket Store 017-2018

Admin Clerk - Philippines

- Organize company documents into filing
- Resolve Customer complaints, guide them and provide relevant information.
- Handle merchandise return and exchange.