

# JERYLE P. CAÑON

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Davao City, Philippines

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## PROFESSIONAL SUMMARY

**A highly motivated and detail-oriented professional with experience in administrative support officer management. Skilled in handling multiple task efficiently while maintaining high-levels of accuracy and professionalism. Adopt at utilizing technology to streamline processes and improve productivity. Committed to continuous learning and professional development.**

## CORE COMPETENCIES

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- **Administrative Support & Office Management**
  - Data Entry & Document Processing
  - Time Management & Multitasking
  - Customer and clients service & communication
  - Problem Solving and Team leader

## PROFESSIONAL EXPERIENCE

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### Legal Secretary @ Neyra & Marcos Law Office 2023-2025

- Manage Office correspondence, including emails, calls, and scheduling meetings.
- Maintain accurate records and organize files both digitally and physically.
- Assist the lawyers and compiling case, reports, presentations and business documentation.
- Provide clients support and address inquiries professionally.

### Legal Clerk under legal shared services @ Lapanday Foods Corporation 2022 - 2023

- Manage Office correspondence, including emails, calls, and scheduling meetings.
- Maintain accurate records and organize files both digitally and physically.
- Assist the lawyers and compiling case, reports, presentations and business documentation.
- Provide clients support and address inquiries professionally.
- Assist the payment for land rentals by monthly and annual rentals for the landowners.

**Janitorial/Cleaners ( Working Student) @ St. Peters College of Toril, Davao City 2017-2019**

- Mopping, Sweeping the whole floors
- Empty the trash cans or bins
- Move furnitures from the classrooms or offices
- Wash windows and mirrors at the whole offices and classrooms
- Monitoring building safety and security
- Dust furnitures, walls, machines or equipments
- Perform minor repairs like classroom chairs and office cabinet
- Restock washrooms supplies
- Routine cleaning
- Clean and disinfect offices and classrooms
- Sanitize restrooms

**Sales Associates @ BNY Philippines ( Gaisano Mall, Toril Branch), Mossimo Boutique( Gaisano Mall, Toril branch) and Guess ( SM Ecoland, Davao, Philippines) 2015- 2017**

- Assist the customers with the purchase product
- Providing excellent customer service
- Informing the customers of deals and promotions
- Build productive trust relationship with customers
- Fulfill individual sales plan
- Greeting customers
- Maintaining sales floor appearance
- Managing inventory
- Receiving product delivery

**Nanny/Caregiver for an Elderly 2012-2014**

- Preparing Meals for the children
- Creating a safe, nurturing environment
- Homework assistance
- Keeping kids safe
- Changing diapers
- Administering medication
- Monitoring health condition
- Prepares meals, lunch and dinner
- Dressing and grooming
- Communicate with patient' s doctors
- Feeding, dressing, exercising, and bathing

## **EDUCATION.**

### **-Masters in Business.**

#### **Administration**

University of Immaculate  
Conception ( June 2023 –  
December 2023) undergrad

### **-Bachelor of Business**

#### **Administration**

St. Peter's College of Toril,  
Davao City ( 2017 – 2021)

## **Certificates**

- Certificate of Participation on  
Participating the Preparation  
and Demonstration of  
Apparatus & Materials
- Certificate of Attending  
Community Needs  
Assessment and Resources  
Mapping
- Certificate of Participation on  
Unlocking Potential through  
Continuous Effort
- Certificate of Participation on  
Human Resource  
Transforming and Developing  
Holistic Career

## **Skills**

- Able to communicate effectively with others
- Open to new ideas and willing to learn new ways of doing things
- independent and self-reliant but also a team player
- Flexible minds for workplace flexibility
- Able to lead a team and work well in a team