

Lalaine M. Lozano

ADMINISTRATIVE OFFICER

WORK EXPERIENCE

PERSONAL SECRETARY/ADMIN OFFICER

Office of the City Mayor, City Government of Iriga | Iriga City | Jul 2022-Present

- Managed the Mayor's daily schedule, appointments, and travel arrangements, ensuring efficient time management and logistical coordination.
- Served as liaison between the Mayor's office and internal departments, government agencies, and community stakeholders.
- Handled confidential information and sensitive matters with the highest level of discretion and professionalism.
- Maintained organized records, files, and documentation to support policy development and administrative operations.
- Represented the Mayor's office in interactions with citizens, VIPs, and visiting delegations.
- Oversaw general office operations, including budgeting support and supervision of junior administrative staff.

LEAD VOCALIST (FIREFLY ALLEY)

Local Government Unit of Iriga City | Iriga City | Jul 2022-Present

- Demonstrated exceptional vocal range and captivating stage presence in live performances and studio recordings.
- Versatile in adapting vocal styles to complement a variety of music genres, including rock, pop, and indie.
- Collaborated effectively with band members to develop a unified sound and deliver engaging live shows.
- Excelled in audience engagement, fostering memorable experiences for concert-goers of diverse backgrounds.
- Maintained high standards of vocal excellence and performance through consistent rehearsal attendance.
- Participated in the production of music videos, enhancing the band's visual branding and performance appeal.
- Dedicated to ongoing vocal training and music education, continuously improving professional musicianship.

BUSINESS OWNER CAFETERIA

BUSINESS OWNER | Iriga City | Jun 2020-Jul 2022

- Oversaw daily cafeteria operations, ensuring streamlined processes and high customer satisfaction.
- Cultivated and managed vendor relationships, skillfully negotiating contracts for food and supplies..
- Designed diverse menus with a focus on nutritional value, cost-efficiency, and customer preferences.
- Led and developed cafeteria staff, fostering a culture of teamwork and excellence in service.
- Ensured food preparation methods, portion sizes, and presentation met high-quality standards.
- Maintained strict adherence to health and safety regulations, upholding a clean and secure dining environment.
- Addressed customer inquiries and complaints with outstanding service to ensure swift resolution.
- Managed budget and financial records with precision, promoting cost-effective cafeteria operations.

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🏠 Al Raffa, Dubai, UAE, Iriga City, 00000, UAE

EDUCATION

Bachelor of Science in Business Administration Major in Financial Management

UNIVERSITY OF SAINT ANTHONY / Iriga City / 2014

- BS in Business Administration with a Major in Financial Management
- Specialized in financial strategy development
- Proficient in financial analysis and modeling
- Trained in corporate finance and capital budgeting
- Skilled in risk management and financial forecasting

SKILLS

Office & Executive Administration

Communication & Coordination

Executive Calendar Management

Protocol & Public Relations

Stakeholder Engagement

LANGUAGES

English

Filipino