

## **AIKO MARIZ A. ALDOVINO**

Glenhaven2 5E California Garden Square Mandaluyong City, PHILIPPINES  
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### **Administrative Assistant**

An accomplished professional Administrative Assistant with 8 years of experience, with an extensive background in a variety of office administration duties. Works well in high-pressure settings with minimal supervision in both leadership and team roles. Possess excellent organizational skills, attention to detail, and the ability to multitask in a fast-paced environment with a strong background in data entry and customer service.

### **SKILLS**

Organizational Skill  
Multitasking  
Office Management

Customer Service  
Teamwork  
Time Management

Microsoft Office  
Electronic Email Google  
Communication Skill

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### **EDUCATION**

#### **Bachelor of Science in Tourism**

Centro Escolar University Manila, PHILIPPINES

March 2010

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### **WORK EXPERIENCE**

#### **Administrative Lead**

January 29, 2024 to Present

EON The Stakeholders Relations Group, Inc.

- Overseeing special projects and tracking progress towards company goals. Executes plans, policies, and programs in business and financial affairs, property and equipment, supplies, housekeeping, buildings and grounds maintenance, engineering and safety programs. Develops budget recommendations for operating expenditures and / or capital outlay, personal services, equipment and materials, and maintains revenue as high as possible. Initiates and coordinates goals, deadlines, and projects for their department. Operation Management Manage the daily operations of the Administration unit ensuring compliance, safety, and best practices.
- Strategic Planning Developing, reviewing, and improving administrative systems, policies, and procedures. Planning, scheduling, and promoting office events. Plan, direct, and coordinate program and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

#### **Administrative Assistant**

March 2023 to December 2023

VDB Management Consultancy Services Makati City, Philippines

- Assisted with daily administrative tasks, such as data entry, filing, and scheduling appointments.
- Maintained organized records of office supplies and equipment.
- Provided support to executive staff, including managing calendars and coordinating travel arrangements.

#### **Administrative Assistant**

September 2015 to January 2022

ANCHOR LAND HOLDINGS INC. Makati City, Philippines

- Responsible for processing payment of Condo Corps' payables on parking and commercial association dues, utility bills, water bills and phone bills.
  - Developed and maintained filing systems for confidential documents and records.
  - Responsible for the inventory and ordering of office supplies and checking of the assets and accountabilities of the company and employees.
  - Answers visitor's inquiries via phone calls, email, maintaining the cleanliness and orderliness of the office, receiving incoming and outgoing documents.
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### **ADDITIONAL EXPERIENCE**

#### **Guest Experience Leader**

February 2022 to January 2023

MCDONALDS Dubai, UAE

- Provide a good experience to the customers by attending to their needs and assist them in ordering.
- Ensured compliance with safety regulations while ensuring high standards of cleanliness were maintained at all times.

#### **Executive Front Desk Associate**

March 2011 to May 2013

ALPHALAND CORPORATION

- Greeted visitors warmly upon arrival at the office and directed them appropriately.

- Answers and manage incoming calls professionally, receiving incoming and outgoing documents and distribute to the designated department.

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#### **PROFESSIONAL DEVELOPMENT or EXTRACURRICULAR ACTIVITIES**

- **SEA-MARJ** Hotel and Restaurant Management Training Center, Manila Philippines**(2010)**