**APRIL ANNE C. DE LA CRUZ**

394, San Miguel, Padre Garcia, Batangas, Philippines

aprilannedelacruz23@gmail.com

09452064277

**PERSONAL INFORMATION**

Driven and detail- oriented employee with a strong sense of urgency seeking a new role in a fast-paced office,

 leveraging over five years’ experience in supporting management in busy office settings,

 taking thorough meeting minutes, handling confidential information, and assisting management with a

 variety of duties. Seeking a job as an office assistant to utilize experience filing, handling phone and email

 questions, assisting with event planning, managing office inventory, preparing reports, and playing

 a key role in an office management team with a sense of urgency and a pleasant demeanor.

**WORKING EXPERIENCE**

 **De La Salle Lipa- Integrated School Registrar’s Office**

 Front Desk Associate

 1962 JP Laurel St. National Highway, Mataas na Lupa, Lipa City, Batangas, Philippines

 Lipa City, Batangas

 394 San Miguel, Padre Garcia, Batangas, Philippines

 March 2022- present

 April De La Cruz

 09452064277

 aprilannedelacruz23@gmail.com

 Married

* Receiving and releasing of documents
* Attending the inquiries of clients
* Encoding the required documents needed to log for incoming and outgoing documents
* Preparing the records of the students especially the report card needed for their request
* Monitoring the emails
* Mointoring the system with regard to incoming requests.

 **De La Salle Lipa- Academic Services Directorate**

 Office Assistant

 1962 JP Laurel St. National Highway, Mataas na Lupa, Lipa City, Batangas, Philippines

 Lipa City, Batangas

 394 San Miguel, Padre Garcia, Batangas, Philippines

 March 2022- July 2022

 April De La Cruz

 09452064277

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 Married

* Preparing the minutes of the meeting.
* Produced high-quality communications for internal

and external use.

* Provided clerical support addressing routine and

special requirements.

* Streamlined document processing to improve

traceability.

* Executed record filing system to improve document

organization and management.

 **De La Salle Lipa- Executive Office (College Guidance, IS Guidance, IS SAO)**

 Office Assistant

 1962 JP Laurel St. National Highway, Mataas na Lupa, Lipa City, Batangas, Philippines

 Lipa City, Batangas

 394 San Miguel, Padre Garcia, Batangas, Philippines

 July 2020- July 2022

 April De La Cruz

 09452064277

 aprilannedelacruz23@gmail.com

 Married

* Preparing the meeting invites in Google Meet and

 MS Teams.

* Doing excel reports, evaluation of faculty and

Students in their attended seminars/webinars.

* Monitoring the incoming emails and giving

Response to their concerns.

* Assisting the immediate head in doing presentations

and getting the overall summary of evaluation.

 **De La Salle Lipa- College of Nursing**

 Office Assistant

 1962 JP Laurel St. National Highway, Mataas na Lupa, Lipa City, Batangas, Philippines

 Lipa City, Batangas

 394 San Miguel, Padre Garcia, Batangas, Philippines

 September 2017- June 2020

 April De La Cruz

 09452064277

 aprilannedelacruz23@gmail.com

 Married

* Preparing the minutes of the meeting
* Providing the request of documents of former

graduate students needed in their application

abroad. ( ex: CGFNS, SAIPAN, NCLEX, etc.)

Doing the BOT report presentation

* Answering phone calls, inquiries of students,

parents, faculty and staff.

* Requesting of supplies needed in the office.
* Inventory of supplies
* Consolidation of expenses
* Managing the petty cash of the department
* Preparing exam schedules and proctoring schedules
* Coordination with other offices

 **De La Salle Lipa- Attendance Office**

 Office Assistant

 1962 JP Laurel St. National Highway, Mataas na Lupa, Lipa City, Batangas, Philippines

 Lipa City, Batangas

 394 San Miguel, Padre Garcia, Batangas, Philippines

 August 2012- September 2017

 April De La Cruz

 09452064277

 aprilannedelacruz23@gmail.com

 Married

* Monitoring the attendance of FT and PT Faculty
* Summarizing the attendance per cut off.
* Summarizing the record of absences, late, and tardiness based on

rounds being done for each class schedule.

* Encoding the number of hours served in AHRIS (online).
* Submitting the number of hours served to Finance for validation.
* Coordination with other officces

  **De La Salle Lipa- College of Education, Arts and Sciences**

 Office Assistant

 1962 JP Laurel St. National Highway, Mataas na Lupa, Lipa City, Batangas, Philippines

 Lipa City, Batangas

 394 San Miguel, Padre Garcia, Batangas, Philippines

 September 2009- August 2012

 April De La Cruz

 09452064277

 aprilannedelacruz23@gmail.com

 Married

* Preparing for the schedule of examination
* Scheduling the examination and doing the proctoring schedule

of each faculty.

* Answering the queries of students.
* Requesting supplies needed in the office
* Assisting the faculty with their concerns and queries.
* Photo copying, Scanning and printing of documents
* Filing of records
* Doing the cash liquidation of expenses
* Sorting files needed to placed in Archives

 **De La Salle Lipa- College of Information, Technology, and Engineering**

 **Office Assistant**

 1962 JP Laurel St. National Highway, Mataas na Lupa, Lipa City, Batangas, Philippines

 Lipa City, Batangas

 394 San Miguel, Padre Garcia, Batangas, Philippines

 May 2007- May 2009

 April De La Cruz

 09452064277

 aprilannedelacruz23@gmail.com

 Married

* Preparing the minutes of the meeting
* Scheduling the examination
* Attending the needs of the whole department, including faculty, staff and students.
* Preparing the departmental budget.
* Requesting of supplies needed in the office.
* Answering phone calls
* Administering the petty cash of the department.
* Receiving incoming documents.
* Filing of documents
* Coordinating with other offices.
* Doing the cash liquidation of expenses

**EDUCATION**

June 2002 – March 2006 **Bachelor of Science in Commerce**

 **Major in Business Management**

De La Salle Lipa

 Lipa City, Batangas

June 1998 – March 2001 **High School Diploma**

 Canossa Academy

 Lipa City, Batangas

June 1992- March 1998 **Elementary**

 Canossa Academy

 Lipa City, Batangas

**SEMINARS ATTENDED**

June 1, 2023 **Use of Information Policy Webinar**

 Google Meet

March 8, 2023 **Outsmarting Overload: Time Management and Productivity at Work**

 Google Meet

February 22, 2023 **Google Workspace Training Workshop**

 Google Meet

 Michelle Tagle- Platform Trainer

**LANGUAGE**

* English I can say that my level in speaking and writing in English was intermediate.

**REFERENCE**

**Dr. Haidee M. Angeles**

Assistant Vice Chancellor for Academics- Academic Services

haidee.angeles@dlsl.edu.ph

09171454840

De La Salle Lipa

**Dr. Conrada B. Bacong**

**Former Head- Dean, College of Nursing**

09218317964

De La Salle Lipa

**Ms. Evadyn Gail R. Mojado**

Office Staff

Colleague

09063307084/ evadyn.gail.mojado@dlsl.edu.ph

De La Salle Lipa