



# DANICA AN AÑOVER

## OFFICE ADMINISTRATOR

### CONTACT

- 09362204240
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- San Juan Sto.Tomas  
Batangas, Philippines

### EDUCATION

#### PAMANTASAN NG LUNGSOD NG SAN PABLO (2021-2024)

- Bachelor of Science in Office  
Administration

#### TANAUAN INSTITUTE (2017- 29019)

- Senior High School Diploma

### SKILLS

- Positive Attitude
- Computer skills
- Teamwork
- Time Management
- Problem Solving
- Organized and Efficient
- Critical Thinking
- Data Entry

### PROFILE

Dynamic and results- oriented professional with a proven track record at Banjo East Elementary School, adept in computer skills and critical thinking. Excelled in optimizing processes and enhancing team efficiency. Show ability to solve problems and manage time effectively. Contributing to successful organizational improvement.

### PROFESSIONAL EXPERIENCE

#### Volunteer

2021-2022

Natural Science Society

- Assisted with special events and program
- Maintained clean, neat, and operational facilities to serve program needs.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.
- used strong interpersonal communication skills to convey information to others.

#### Intern

Banjo East Elementary School

2019

- Supported staff members in their daily tasks, reducing workload burden and allowing for increased focus on higher- priority assignments.
- Gained valuable experience working within a specific industry, applying learned concepts directly into relevant work situations.
- Analyzed problems and worked with teams to develop solutions.
- Contributed to a positive team environment by collaborating with fellow interns on group projects and presentations.

#### Encoder

ASNL

2021

- Managed documents by organizing forms, making photocopies, filling record, preparing correspondence, and creating reports.
- Maintained daily production logs of activities and completed work.
- Scanned documents and saved in database to keep records of essential organizational information.
- Completed daily back up to secure records.