

JEMIMAH CABAL

Administrative Assistant

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PROFESSIONAL SUMMARY

Organized and proactive Administrative Assistant with 4 years of experience supporting the school administrator, staff, and students in an educational environment. Skilled in managing front office operations, maintaining student records, and coordinating schedules. Proficient in Google Workspace and Microsoft Office. Known for a calm demeanor, attention to detail, and a strong commitment to creating a welcoming and efficient school office.

CORE COMPETENCIES

- Administrative Support & Office Management
 - Data Entry & Document Processing
 - Time Management & Multitasking
 - Customer Service & Communication
 - Problem Solving & Critical Thinking
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EXPERIENCE

TECHNICAL SUPPORT

May 2024 – September 2024

Alorica, Davao City

- Provided support for hardware and software issues.
- Diagnosed and resolved technical problems via phone, email, and chat.

ADMINISTRATIVE ASSISTANT

March 2022 – April 2024

Precious Jewels Bible Baptist Academy Inc., Iba, Zambales

- Processed documents for school permits.
- Processed enrollment paperwork into student information systems.
- Maintained accurate student records and confidential information.
- Coordinated meetings, events, and parent-teacher conferences.
- Managed billing, financial records, and teachers' payroll.
- Checked and responded to emails.
- Greeted visitors and answered calls.
- Replenished and organized office and classroom supplies.

CUSTOMER SERVICE REPRESENTATIVE

June 2021 – October 2021

Technodream, Baguio City

- Answered calls and handled customer inquiries.
- Processed payments for services bought by the customer.
- Made outbound calls to technicians.
- Scheduled customers for repair services and made updates when needed.

ADMINISTRATIVE ASSISTANT

March 2019 – April 2021

Precious Jewels Bible Baptist Academy Inc., Iba, Zambales

- Processed documents for school permits.
- Processed enrollment paperwork into student information systems.
- Maintained accurate student records and confidential information.
- Checked and responded to emails.
- Greeted visitors and answered calls.
- Replenished and organized office and classroom supplies.

CUSTOMER SERVICE REPRESENTATIVE

October 2018 – January 2019

Teleperformance, Baguio City

- Answered calls and handled customer inquiries.
- Processed payments for customers' loans.
- Updated loan accounts as needed.

SKILLS

Languages

- Filipino: Fluent
- English: Fluent

Administrative

- Email Management
- Document Management
- Payroll Management
- Schedule Management
- Bookkeeping

Technical

- Microsoft 365 (Word, Excel, PowerPoint, Teams)
- Google Workspace (Gmail, Drive, Slides, Calendar, Meet, Sheets, Docs)
- CRM Systems
- Virtual Meeting Platforms (Zoom, Skype)

EDUCATION

Bachelor of Science in Psychology

Saint Louis University (2014 – 2017 incomplete)

Baguio City