

MARK JOSEPH HILARIO

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WORK EXPERIENCE

- **SECRETARY / DOCUMENT CONTROLLER, WADE ADAMS CONTRACTING LLC**, Dubai, United Arab Emirates(Apr 2016 to Aug 2020)
- **PROJECT ADMINISTRATOR / DOCUMENT COORDINATOR, DANWAY ELECTRICAL & MECHANICAL ENGINEERING LLC** , Dubai, United Arab Emirates(Sep 2011 to Mar 2016)
- **OFFICE ADMINISTRATOR, RAS ENGINEERING LLC (ELECTRO MECHANICAL CONTRACTOR)** , Dubai, United Arab Emirates(Jan 2008 to Oct 2010)

EDUCATIONAL BACKGROUND

- **Institute, Pampanga, High School Diploma**, 2005,

SKILLS

- **self-management**
- **good communication**
- **sap**
- **ibm lotus notes**
- **ms office**
- **teamwork & interpersonal**
- **problem solving**
- **time management**

PERSONAL BACKGROUND

° **Birthday:** - 1987-02-19