



JHONA DETTE CASAPAO

Email: dettecasapao@gmail.com Cell: +971 50 428 8472 Location: Dubai UAE

PROFILE

Detailed oriented, energetic, and highly professional Administrative Assistant with four (4) years of experience and four (4) years Sales Associates. Strong communication and interpersonal skills with the ability to manage multiple tasks independently. Motivated, and looking for new challenges.

EDUCATION

STI College - Alabang

Bachelor of Science in Computer Science

- Attended from June 2009 to Mar 2009
- Student Assistant (Accounting Department)
- Computer Science Society President
- Student Body President
- JPCS Representative

QUALIFICATIONS

- Certification in Basic Photography
- Certification in Basic Adobe Illustrator

CAREER SUMMARY

Personal Assistant (Live-In) – Dubai

John Kwame Addo-Obiri | Jan 2019 to present

- Manage daily schedule, coordinate complex business travel itineraries, organize transportation and accommodation within a strict budget.

- Handle both business related matters and provide childcare services to the family as well as participation in extended family vacations abroad.
- Ensure client privacy in handling confidential family matters.

Administrative Assistant - Dubai

Omar Zaki | May 2016 to Dec 2019

- Provide administrative support to ensure efficient operation of the office.
- Support managers and employees through a variety of tasks related to organization and communication.

Sales Associate - Philippines

Gilmore IT Center | Mar 2009 to Feb 2016

- Encode and print pay slips
- Prepare ledgers

SKILLS

Administration

Research, Correspondence, Event Planning and Management, Schedule Maintenance, Logistics Coordination, Office Management, Record Keeping

Technology

Adobe Photoshop, Illustrator, Lightroom, Microsoft Office Suite, Photography, Troubleshoot

ATTRIBUTES

Confidentiality, Flexibility, Multitasking, Positive Attitude, Problem Solving, Self-Motivated, Team Player, Time Management