

KATHLEEN P. SAMPER



Villa 8, Dhafeer Street, Abu Dhabi, UAE



katesamper@yahoo.com



+97156-709 88 53



JOB OBJECTIVE

Utilizing any opportunities that will gain personal and professional growth and to enhance the ability to stimulate every challenge on different working environment and to apply my knowledge and skills.

WORK EXPERIENCE

Executive Assistant

WLM Transpacific, Inc. (Transport Provider)

Unit J-2643 Taft Avenue, Pasay City, Philippines (February 2, 2002 – November 15, 2015)

Duties and Responsibilities:

- Supervises and coordinates activities in reserving vehicle requirements for client's need.
- Observes work procedures, monitor telephone calls and emails, review completed work to ensure adherence to quality and efficiency standard and to rules and regulations.
- Posts trip schedule changes and passenger/client information on bulletin board and directs staff to telephone drivers to notify of schedule and reservation changes.
- Demonstrate improved work practices and procedures to attain efficiency utilization of personnel.
- Prepares payroll and monthly payments of employee benefits.
- Prepares statement of account/billing statement for the clients.
- Sales marketing and client management.
- Helps in following up clients with long overdue accounts.
- Any other duties to meet the exigencies of the service.

Secretary

Electra Car Rental Services Inc.

Suite 1401 Sunset View Towers, Pasay City, Philippines (March 1, 2000 – February 1, 2002)

Cashier

Ever Department Store

Ever Commonwealth Center Inc. Quezon City, Philippines (November 15, 1999 - December 29, 1999)

TRAININGS

The Technical Education and Skills Development Authority, Diliman Foundation Inc. (Diliman Quezon City, Philippines)

- Basic Computer Education

Housing and Land Use Regulatory Board, 2/f Dona Pepita BLDG II Rizal St. Legaspi City, Philippines (November 1998-February 1999)

- Student Trainee

EDUCATIONAL BACKGROUND

Bachelor of Science in Business Administration (Major in Management)
Bicol University, Daraga Albay, Philippines (1995 - 1999)

PERSONAL DATA

Age : 42-year-old
Height : 5'2"
Weight : 102 Lbs.
Civil Status : Married
Religion : Roman Catholic
Languages : English / Tagalog
Visa Status : Husband Visa

SKILLS

- Interpersonal Skills
- Sales Skills
- Computer Literate
- Administrative and Organizational skills
- Communication Skills
- Typing, Filling, Recording

REFERENCES

Ms. Irene Sasis
Chief Executive Officer
Tour Ta-U Dream Tours
Cainta Rizal, Philippines
+63906-4528929

Ms. Kathleen Mae Gabinete
Senior Associate – HR & Admin.
Jeebly LLC, 1309 Opal tower, Business Bay, Dubai UAE
+97150-5783832

I hereby certify that the above information herein is true and correct

(signed)
Kathleen P. Samper
Applicant