

# Teacher Ella

**Adamson University**  
**Bachelor of Arts in Communication**  
2013 – 2017



## Professional Summary

Ella is currently working on building a career in the field of Educational Assistance, specializing in English tutorials to young schoolchildren. At present, though, Ella is a highly organized and detail-oriented Administrative Assistant with extensive experience in office communication, coordination, document management, and general administrative functions.

## Work Experience

**Administrative Assistant – ELGO Marketing & Segon Corporation**  
January 2022 – Present

- Assisted in the preparation of internal communications and reports
- Supported construction site documentation including permits, memos, and filing systems.
- Organized and maintained office documents, records, and reports
- Coordinated schedules, appointments, and office activities
- Handled daily encoding of company expenses and inventory logs

**Intern – Cultural Center of the Philippines & YES FM Radio Station**  
September 2016 – November 2016

- Assisted with communication functions, supported events.
- Handled administrative and clerical duties