


Kristine T. Aquino

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Overview A well-trained and qualified Administrative Assistant/Secretary of varied administrative work experience and proven ability to handle and manage office environment; possess productive organizational skills in addition to a willingness to work above and beyond the call of duty.

Objective To achieve a position in a people-oriented organization with a challenging environment. In addition, to achieve the company goals and broaden my skills and experience in a vital fast-paced workplace.

Skills

- Microsoft Office – PowerPoint, Microsoft Word, Microsoft Excel, Publisher and the like.
- Excellent verbal & written communication skills
- Initiative and enterprise
- Adaptable and flexible

Experiences

Office Secretary (January 2008 to November 2021)
Clinical Skills & Simulation Center (CSSC)
King Abdulaziz University Hospital
Jeddah, KSA

- Prepared and organized paperwork and other materials as needed for reports, proposals, meetings, and expenses records of the department head and other executive members.
- Coordinated courses and exams to relevant organizers, tasks, and resources allocated to the project.
- Actively and participated in the Quality and Accreditation unit in acquiring credentials for the center.
- Assisted in constructing key performance indicators to the required data for the educational activity of the center.
- Reviewed and summarized an array of information to ensure information accuracy, consistency with administrative policy, format, and working and grammatical correctness.
- Designed, typed, and distributed meeting agendas and minutes, routine correspondences, and reports.
- Performed required meetings, seminars, or travel and hotel reservations as needed.
- Managed various primary duties such as photocopying, faxing, mailing, organizing filing system, requesting and maintaining office supplies, answering phone calls, and transferring calls to appropriate staff members.
- Conducted related work as assigned.

QI Secretary (September 2006 – December 2007)
Quality Improvement Department
Dr. Khalid Idriss Hospital
Jeddah, KSA

- Attended meetings of every committee; arranged and prepared notification of meetings as required; prepared and typed agendas, recorded minutes of all proceedings, and maintains accurate and complete records of all actions.
- The requirement of minutes should include a minimum.
 - Date, time, location of the meeting.
 - List of those present and absent.
 - List of items discussed
 - List of reports presented.
 - Text of motions presented and description of their disposition.
- Oversee the development and implementation of the quality improvement program.
- Carry out various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filing systems.
- Answered telephones and transferred calls to appropriate staff members.
- Arranged schedule meeting agenda and transcribed minutes of the meeting.
- Handled other duties or tasks designated.

Clerk (July 2005 – July 2006)
Budget Office
San Fernando, La Union (Philippines)

- Answered emails/phone queries and worked on billing issues.
- Worked on office computers and other equipment as needed
- Printed reports and documents and typed as needed for the payroll department.
- Assisted various departments in sorting out queries by providing them with accurate, correct information.
- Maintained accurate records of the files and payments made for the services and rendered them for office use
- Provided the required files on demand to different levels of managers.
- Planned for storage of important office stocks and equipment.
- Ordered supplies whenever necessary and maintained records.

Educational

Computer Secretarial – 2000 Graduated Saint Louis College, Philippines

Secondary Education – 1997 Graduated La Union National High School, Philippines

Primary Education – 1993 Graduated Ilocanos Community School, Philippines

Reference Available upon request