

Caryl Camba



Contact

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- Taytay, Rizal, Philippines

About Me

Property Operations and Maintenance Coordinator with 5+ years of experience in property operations, construction coordination, and facility management. Skilled in work orders, vendor and tenant coordination, reporting, and administrative support. Detail-oriented, adaptable, and eager to learn new systems for remote US-based property operations.

Expertise

- Property Operations & Coordination
- Maintenance & Work Order Management
- Vendor & Contractor Management
- Tenant Communication & Support
- Multi-Property Coordination
- Scheduling & Workflow Management
- Documentation & Reporting
- Issue Resolution & Follow-ups
- Data Tracking & Record Keeping
- Administrative Support

Experience

- Executive Assistant – Property & Operations Support**
MILNOMAR INC. Nov 2023- Jan 2026
 - Managed daily property operations, maintenance coordination, and work order tracking across multiple commercial properties
 - Coordinated with vendors, contractors, and internal teams to complete repairs and operational tasks on time
 - Scheduled inspections, maintained operational reports and records, and monitored pending maintenance issues
 - Served as liaison between operations teams and external service providers
- Project Manager**
Filarmeo Arkitektura May 2022 – Dec 2022
 - Managed project timelines, task tracking, and stakeholder coordination
 - Coordinated communication between clients, contractors, and internal teams
 - Monitored project progress, maintained documentation and reports, and resolved operational issues efficiently
- Store Manager**
AXOR HELMETS PHILIPPINES Jun 2023 – Aug 2023
 - Managed daily operations, inventory control, supplier coordination, and scheduling
 - Maintained accurate records of stock and operational activities
 - Handled customer inquiries and monitored workflow efficiency to ensure smooth operations
- Executive Secretary – Construction Operations Support**
RMLIM CONSTRUCTION & DEVELOPMENT INC. Jan 2003 – Mar 2011
 - Provided administrative and operational support for construction projects
 - Coordinated contractor schedules, material deliveries, and site logistics
 - Maintained project documentation, tracking records, and monitored project progress

Education

- Bachelor of Science in Nursing**
ICCT College, Cainta, Rizal | 2006
- Secondary Education**
– Greenville College, Pasig | 1992-1996

Skills and Proficiency

Customer Service	●●●●○	Microsoft Office (Excel, Word)	●●●●○
Email Management	●●●●○	Google Workspace	●●●●○
Admin Support	●●●●●	Canva	●●●○
File management	●●●●○	Email management	●●●●○
English Fluency (Writing and Speaking)	●●●●○		