



Winjy Mae E. Tan

A highly motivated and detail-oriented recent graduate with a Bachelor of Science in Business Administration, specializing in Operations Management. Holds an HR certification, demonstrating a foundational understanding of recruitment, employee relations, and training. Eager to apply academic knowledge and analytical skills to streamline processes and support business objectives. Seeking a challenging role to grow professionally and contribute to a dynamic team.

Personal Data

Date of Birth: July 31, 2003
Place of Birth: Bacolod City
Age : 22
Sex : Female
Nationality : Filipino
Civil Status : Single

Contact

Cellphone Number:

09497468381

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winjytan13@gmail.com

Address:

Carmela Valley Executive
Village, St. Paul, Talisay City,
Negross Occidental

CHARACTER REFERENCES

Christine Lourdes P. Labayen, MS RGC
Corporate Counsellor/
Part-time Psychology Professor Appetiser
App Development,
AU /Psychology Professor
University of St. La Salle – Bacolod
Contact Number (09338160856)

Kathrina May Pabon Admin Clerk
Vallacar Trans Inc. Bacolod North Branch
Contact Number (09163072198)

Education

2026- University of St. La Salle

Bachelor of Science in Business Administration
Major in Operations Management with HR certification.

2022 – 2026

Human Resource Certification

Dean's lister, First and Second Semester Academic Year 2024-2025

Dean's lister, First Semester Academic Year 2023-2024

Dean's lister, First and Second Semester Academic Year 2022-2023

Skills & Experience

- Graphic Designing
- Strategic Planning
- Team Player and has Initiative
- Schedule Flexibility
- Leadership skills and organization
- Detail oriented
- Time Management
- Communication Skills
- Resilience Under Pressure
- Multi tasking

Freelance Virtual Assistant | Remote June 2025 – January 2026

- Lead Generation & Prospecting: Researched and identified high-quality B2B leads using LinkedIn and online directories, resulting in a verified database of prospects for client outreach.
- Email Support & Management: Managed high-volume email correspondence, ensuring a 24-hour response time and maintaining professional communication with stakeholders and customers.
- Administrative Operations: Streamlined daily administrative workflows, including data entry, calendar management, and file organization, improving overall task efficiency for clients.
- Documentation & Accuracy: Leveraged strong attention to detail to audit and update CRM databases, ensuring all lead information and contact records were 100% accurate.

Haffy Mae Rice Retailer, Silay City. – Manager

- Oversaw the daily end-to-end operations of the business.
- Ensuring consistent growth and customer satisfaction.
- Directly responsible for front-line customer engagement, resolving inquiries, and maintaining positive buyer relationships in a fast-paced retail environment.
- Managing the internal financial workflow by accurately calculating and distributing employee salaries, ensuring all payroll tasks were completed on time and with full transparency.

Vallacar Transit Inc. Student Intern (2025- 2026)

- Handling the secure profiling and filing of personnel records, including sensitive offense files.
- Scanning and organization of documents for departmental audits.
- My role also involved direct employee engagement through the distribution of uniforms and guidelines, as well as providing hands-on assistance to the admin team during company-wide events and operational distributions.