

# ERICA BANDOQUILLO

## CONTACT



Castillejos, Philippines



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## SKILLS

- Office management and coordination
- Document control and record management
- Microsoft Office proficiency
- Data entry and accuracy
- Confidentiality and privacy protocols
- Process improvement strategies
- Adaptable problem solving skills
- Organizational skills and efficiency
- Attention to detail under pressure
- Empathy and compassion in service
- Familiarity with office equipment and tools
- Resilience and composure in challenging situations

Highly skilled office management professional with extensive expertise in document control, record management, and Microsoft Office proficiency. Demonstrates exceptional data entry accuracy, adherence to confidentiality protocols, and process improvement strategies. Known for adaptable problem-solving abilities, organisational efficiency, and meticulous attention to detail under pressure. Committed to providing empathetic service while maintaining resilience and composure in challenging situations. Career goal: To leverage skills in a dynamic environment that values precision and continuous improvement.

## EXPERIENCE

September 2018 - Current

**HR STAFF *Datian Subic Shoes Inc***, SBMA, Philippines

- Managed daily office operations to ensure departmental efficiency.
- Organized and maintained files and correspondence for quick retrieval and compliance.
- Handled confidential documents with discretion to safeguard sensitive information.
- Implemented office policies to comply with company standards and regulations.
- Participated in training sessions and workshops for continuous personal and professional development.
- Resolved employee inquiries effectively
- Streamlined administrative support processes to enhance overall workflow efficiency.

## EDUCATION

January 2014 - June 2018

**Bachelor of Business Administration Human Resources**

**GORDON COLLEGE**, Olongapo city, Philippines