



PJ

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San Fernando Pampanga
Philippines 2000

EDUCATION

AB Psychology | 3rd Year
AMA University Online Education
2019 - 2022

Culinary Arts | Short Course
International School for Culinary
Arts And Hotel Management
2018

Secondary Education | Diploma
Born In Love Community Center
Alternative Learning System
Accreditation & Equivalency
2013

CERTIFICATE

Effective Speech & Conversational
English
Speech Masters Career Center
2016

General Virtual Executive Assistant
Speech Masters Career Center
2022

E-mail Management & Support
Course Belt Learning Incorporated
2022

EXPERIENCE

2020 - Present

Pragma Arq Architectural Design Studio

Administrative Assistant

- Performs clerical duties to help the office run smoothly and efficiently.

2022 - Present

Tigera168 Sand And Gravel Quarrying

Document Controller

- Oversees the day-to-day management of electronic documents, including the creation, naming, distribution, tracking, and filing of project documents

2025 - 2025

Coffee Bay San Fernando Branch

Administrative Assistant

- Assists the Manager in daily tasks (Employee management, Inventory, Purchasing, Payroll, Social Media Engagement, Basic Accounting, Recruitment & Operations.)

2023 - 2024

Bighop Consultancy And Insurance Services

Administrative Assistant

- Performs clerical duties assisting the Unit Manager.

2017 - 2018

Beehive Waxing Salon

Front Desk Officer

- Responsible for managing the reception area of the salon.

2014 - 2016

Tiger Manpower General Services

Payroll Administrator

- Responsible for managing the organization's payroll processes.

SKILL

Organization



Critical Thinking



Adaptability



Google Sheets Proficiency



English Fluency



Integrity



Empathy



Willingness To Learn

