



DOLGELY STO.DOMINGO

Detail-oriented administrative and HR professional with nearly 25 years of experience in executive support, human resources coordination, data entry, customer service, and office operations. Skilled in managing daily operations, timekeeping, payroll records, and documentation management. Known for reliability, accuracy, and a proactive, solutions-focused mindset that supports efficient workflows and organizational success.

CONTACT

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📍 Cavite, Philippines, 4114

EDUCATION

EMILIO AGUINALDO COLLEGE

- Bachelor of Science in Computer Science
1994 - 1998

SKILLS

- Excellent Communication (Verbal & Written)
- Strong Interpersonal Skills
- Problem Solving & Conflict Resolution
- Time Management & Multitasking
- Leadership
- Attention to Detail & Accuracy
- Team Collaboration & Cross-functional Coordination
- Adaptability & Flexibility
- Proactive & Self-Motivated
- Confidentiality & Integrity
- Positive Attitude & Professionalism

WORK EXPERIENCE

■ Project HR Supervisor 2014-2025 *Makati Development Corporation Inc.*

- **Scheduling & Reporting:** Managed calendars, tracked project timelines, and prepared detailed reports to keep operations running smoothly and support informed decision-making.
- **Document Management:** Organized and maintained contracts, sensitive documents, and records for multiple stakeholders, ensuring accuracy, confidentiality, and easy access.
- **Process & Policy Management:** Handled administrative tasks, workflows, and procedures while ensuring compliance with company policies and external regulations.
- **Suppliers & Expense Coordination:** Coordinated tasks with service providers and contractors, monitored expenses, and kept records updated for proper cost control and accountability.
- **Workspace & Task Organization:** Maintained structured digital and physical files, organized workflows, and streamlined daily operations for greater efficiency.

■ Executive Assistant 2011-2014 *Spazio Design & Build International S.A.L.* *Abu Dhabi, U.A.E*

- **Calendar & Scheduling Management:** Organized and maintained the CEO's calendar, scheduled meetings, and coordinated appointments, ensuring priorities were managed efficiently and time was optimized.
- **Communication & Correspondence:** Handled emails, calls, and messages for the CEO, drafting and preparing professional communications, reports, and presentations while maintaining confidentiality.
- **Meeting & Event Coordination:** Planned and supported executive meetings, board sessions, and team briefings, preparing agendas, taking notes, and ensuring timely follow-ups on action items.
- **Document & Information Management:** Maintained and organized sensitive files, contracts, and records, ensuring accuracy, accessibility, and confidentiality for strategic decision-making.
- **Project & Task Coordination:** Assisted with special projects, research, and cross-departmental coordination, ensuring tasks were completed on time and aligned with the CEO's objectives.
- **Gatekeeping & Prioritization:** Acted as the primary point of contact for internal and external stakeholders, managing requests and communications to allow the CEO to focus on strategic priorities.

■ Admin & Finance Staff

2007-2010

Spazio Design & Build International S.A.L.
Abu Dhabi, U.A.E

- **Accounting & Bookkeeping:** Posted accounting entries using QuickBooks Premier Edition and prepared Local Purchase Orders, ensuring accurate and timely financial records.
- **Accounts Payable Management:** Managed invoices and payments, corresponded with vendors, and responded to inquiries to support smooth financial operations.
- **Supplier Reconciliation:** Reconciled supplier statements and maintained accurate records of payments, ensuring consistency and accountability.
- **Financial Inquiry Support:** Handled routine inquiries from staff, customers, and suppliers, investigating and resolving issues efficiently.
- **Payment Recording & Tracking:** Accurately recorded cheque and cash receipts to maintain up-to-date financial documentation.
- **Timely Financial Operations:** Ensured deadlines were met for all financial services, demonstrating reliability and commitment, including flexible hours when necessary.

■ Sales and Marketing Staff

2005 to 2007

Ju-Young Electronics Phils. Inc.

- **Documentation:** preparations of documents with regards on delivery, preparations of statement of account and receivables, Contract review of new products / items, coordination with Customer .
- **Order Management:** Responsible for maintaining customers purchase orders.
- **Customer Handling:** Coordinating with customer.

■ Import & Export In-Charge

1998-2005

Travel master Mfg. Corp / DO1 GMA International Corp / Ju-Young Electronics Phils. Inc.

- **Import & Export Documentation:** Prepared and processed all import and export documentation, ensuring accuracy, completeness, and compliance with applicable trade regulations.
- **Shipment coordination:** Coordinated with freight forwarders, shipping lines, and trucking providers to ensure timely and efficient shipment movement.
- **Booking & Invoice Management:** Managed pro format invoices and finalized shipment bookings, ensuring proper documentation and smooth transaction processing.
- **Import Licensing:** Prepared and processed import licenses for garments and textile shipments in compliance with regulatory requirements bookings, ensuring proper documentation and smooth transaction processing.
- **Shipment Monitoring & Reporting:** Maintained and updated daily shipment records, tracking and outgoing goods to ensure operational transparency.
- **Cross-Department Coordination:** Worked closely with production and internal teams to gather complete shipment details and ensure accurate documentation for both import and export operations.
- **Import Operations Support:** Prepared and reviewed all required documents for import clearance, ensuring smooth customs processing and timely delivery.

COMPETENCE

- Monday.com
- End-to-End Recruitment Candidate Sourcing & Screening
- Applicant Tracking Systems (ATS)
- Hubstaff
- Whatsapp
- Canva
- Capcut
- Slack
- Trello
- Notion
- Calendly
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Google Workspace (Docs, Sheets, Gmail, Calendar)
- Report Generation & Recruitment Metrics Analysis
- HR Compliance & Employee Records Management