



Edward Patrick Flores

EXECUTIVE ASSISTANT / LIAISON OFFICER

- Orion, Bataan, Philippines
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Professional Summary

Detail- oriented **Liaison Officer and Administrative Professional with over 8 years of experience** managing government compliance, business permits, tax documentation, and stakeholder coordination. Skilled in working with government agencies, regulatory bodies, and corporate teams to ensure smooth operations and legal compliance.

Proven ability to manage documentation processes, resolve regulatory issues, and maintain strong relationships with government authorities and business partners. Known for reliability, strong organizational skills, and the ability to work effectively in fast-paced environments.

Core Skills

- Government Compliance & Business Permits
- Regulatory Documentation Processing
- Tax Record Monitoring & Coordination
- Administrative Support & Documentation
- Stakeholder & Government Liaison
- Strategic Communication
- Problem Solving & Analytical Thinking
- Process Coordination & Workflow Management
- Microsoft Office (Excel, Word and Email)
- Trustworthy, Reliable and Detail-Oriented

Professional Experience

LIAISON OFFICER

SPES MEA, INC. – Orion, Bataan
August 2017 – Present

- Process and manage business permits, regulatory documents, and compliance requirements with local government units and regulatory agencies
- Maintain and update company tax records and government documentation to ensure regulatory compliance
- Act as the main liaison between the company and government agencies including BIR and local authorities
- Coordinate with internal departments to ensure accurate submission of regulatory and legal documents
- Monitor regulatory changes and ensure company operations follow updated compliance standards
- Improve documentation workflow to reduce delays in permit and regulatory processing

SALES CHECKER

BATAAN COMMERCIAL ENTERPRISES – Orion, Bataan
March 2015 – August 2017

- Verified customer purchases against invoices to ensure accurate transactions
- Assisted in inventory tracking and monitoring of store materials
- Maintained organized packing and checkout operations
- Delivered efficient customer service while supporting daily store operations
- Collaborated with sales staff to maintain smooth workflow during peak hours

EDUCATION

Bachelor of Science in Information Technology
AMA Computer Learning Center
Balanga City, Bataan
2013

- Ranked **Top 4 in IT Capstone Thesis Defense**
- Developed a functional website independently
- Successfully passed thesis defense without re-examination

INTERNSHIP

GENERAL VIRTUAL ASSISTANT
R FEX Global Sdn Bhd
B1-01, PJ Industrial Park, Jalan Kemajuan
Section 13, 46200 Petaling Jaya, Malaysia
April 08, 2026 – May 05, 2026 (80 Hrs.)

- Lead Generation
- Content Media Creator
- Marketing

IT Department Intern
North Beacon Commercial Corporation
Angeles City, Pampanga
March 2012 – December 2012

- Assisted in basic IT support and system monitoring
- Supported documentation and technical tasks for the department