

DIANA MAE S. SUNIO

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Bachelor of Science in Information Technology (2011-2015)

Cagayan State University - Gonzaga Campus – Cagayan Valley, Philippines

Objectives:

Results-oriented and versatile Admin Executive with extensive experience in the administration, reception, and school registrar roles. Proven track record of success in managing diverse administrative functions. Seeking a challenging position that allows me to leverage my unique skill set and contribute to the success of an organization.

Career Highlights:

April 2020 – June 2023

Executive Assistant – Office of the Mayor

LOCAL GOVERNMENT UNIT – GONZAGA, CAGAYAN (Philippines)

Duties

- Provide assistance to the Municipal Mayor and officials.
- Organize and manage official documents, files, and records.
- Act as a liaison between the Mayor's office and various stakeholders.
- Schedule and coordinate meetings, appointments, and events.
- Maintain accurate records of municipal activities.
- Prepare reports and briefs for the Mayor's consideration.
- Assist in implementing municipal policies and procedures.
- Ensure adherence to established protocols by municipal staff.
- Maintain confidentiality of sensitive information.
- Uphold ethical standards in all interactions.

August 2018 – January 2020

Office Clerks General / Admin Assistant – Registrar

AJYAL INTERNATIONAL SCHOOL – ALFALAH CITY (Abu Dhabi, U.A.E.)

Other Duties

- Administration Department (Reprographics)
- Administration Department (Bookshop)

January 2016 – August 2018

Bus Supervisor

ABC PRIVATE SCHOOL, LLC. (Abu Dhabi, U.A.E.)

Other Duties

- Classroom: Classroom Assistant / Teacher's Assistant
- Administration Department (HR Office): HR Assistant
- Administration Department (Reprographics Room): Reprographics Operator

May 2015 – September 2015

Customer Service Representative

LGU (Local Government Unit) - Gonzaga (Philippines)

August 2014 – April 2015

Secretary (On the Job Training)

Dean's Office (Philippines) Cagayan State University

September 2013 – March 2014

Administrative Clerk (On the Job Training)

LGU (Local Government Unit) - Gonzaga (Philippines)

Proficiencies:

- Proficient in IT packages; Computer
- Software Programs such as, word processors, spreadsheet programs, and database systems
- Typing Skill
- Telephone Switchboard
- Filling and office works (knowledge in office equipment)
- Good communication skills (written and verbal)
- Customer Service and Front-line Office

Trainings and Certificates:

- Microsoft Office
- Encoding and Printing Documents
- Lay outing and Editing Documents
- **EMIRATES TRAINING CERTIFICATE**
(School Bus Supervisor Course; Emirates Driving Company
Mussafah, Abu Dhabi, UAE
April 06, 2016)

Personal Information:

Date of Birth: May 13, 1993
Nationality: Filipino
Language: English, Tagalog, Basic Arabic

Character References:

Available upon request.