



# ALYSSA NICOLE JUSI

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Project Management
- Email Management
- Data Entry
- Internet Research
- Office Software
- File Management
- Calendar Management

## TOOLS

Google Spreadsheet  
Gmail  
Trello  
Google Drive  
Microsoft Office  
Google Docs  
Google Calendar  
Calendly

## PERSONAL PROFILE

An **Administrative Assistant** with more than 3 years experience. Proficient in human resource management, administrative support, and liaison duties, ensuring seamless office operations and effective communication across departments and external agencies.

## WORK EXPERIENCE

### ADMINISTRATIVE ASSISTANT

**Quezon Provincial Hospital Network - San Narciso | 2021 - 2024**

- **Human Resource Assistant:** Managed personnel records, processed Daily Time Records (DTR), payroll, and travel vouchers of employees, and assist in creating employee policies and procedures.
- **Administrative Assistant:** Provided comprehensive administrative support, including email management, managing correspondence, processing reimbursements and vouchers, and maintaining accurate documentation for hospital operations.
- **Liaison Officer:** Acted as the primary point of contact between the hospital and external organizations, ensuring efficient communication and collaboration to support hospital initiatives and patient care services. Also served as the channel for employees to transport their concerns to upper management.

## EDUCATION HISTORY

**Sacred Heart College**

- Bachelor of Science in Business Administration  
Major in Human Resource Development Management
- Vice President, Junior People Management Association of the Philippines - Sacred Heart College