

ROSA MAE C. JUBILO

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Civil Status: Single

Nationality: Filipino

CAREER SUMMARY

More than 15 years of experience as Executive Assistant/Administrative Executive with high level of resilience, discipline and responsibility. Key skills include executive assistance, academic administration, minutes writing, documentation, student admissions, audit compliance and research.

PROFESSIONAL EXPERIENCE

Admissions Assistant (Casual)

Kokos International

Suite 43 Level 7, 591 George Street, NSW 2000

6 January 2020 to Present

Major Job Responsibilities:

1. Assists the Admissions team in checking completeness and accuracy of applicants' documents for school admission and visa application.
2. Assists the applicants to prepare their Genuine Temporary Entrant (GTE) statement as a requirement for student visa application.
3. Submit applications to universities based on applicant's preferences.
4. Maintains accurate records of students in the system.

Sales Assistant (Casual)

Mathers Store, Westfield Miranda

Shop 2096/7 Kingsway, Miranda NSW 2228

4 November 2019 to 29 February 2020

Major Job Responsibilities:

1. Welcomes customers to the store and assists in their inquiries about the items.
2. Replenishes stock on display and in inventory for assigned section.
3. Manages the POS system for customers.

Faculty Administrator

At-Sunrice GlobalChef Academy

28 Tai Seng Street, Level 5

Singapore 534106

1 July 2018 to 1 October 2019

Major Job Responsibilities:

1. Main person in Faculty Department for organising student records according to government standards which includes confirming student list in the student management

- system, checking student attendance, preparing exam plans and assisting in programme reports preparation.
2. Recommends and manages student term schedules, faculty teaching roster and classroom assignments.
 3. Administers curriculum development initiatives and department budget with guidance from faculty managers.
 4. Coordinates with student services department in terms of student and instructor activities.
 5. Coordinates with recruitment and admissions teams to ensure accuracy of student records and that enrolled students are ready for course commencement.
 6. Assists and participates in student and faculty activities and projects.
 7. Performs secretariat duties and monitors action items for Academic Board Meeting.

Admissions Executive

At-Sunrice GlobalChef Academy
28 Tai Seng Street, Level 5
Singapore 534106
1 January 2017 to 30 June 2018

Major Job Responsibilities:

1. Responsible for the timely admissions of new students and execution of student contracts.
2. Creates and manages student personal files (P-files) for Admissions Board approval and audit compliance.
3. Ensures timely application of student visas and accuracy of student records prior to course commencement.
4. Reviews admissions criteria in consultation with faculty, student services and recruitment departments for necessary improvements.
5. Manages and compiles admissions statistics for data analysis or board presentation.
6. Takes minutes and monitors action items for Admissions Board meeting.

Corporate Administrator/Executive Assistant

At-Sunrice GlobalChef Academy
28 Tai Seng Street, Level 5
Singapore 534106
6 April 2015 to 31 December 2016

Major Job Responsibilities:

1. Manages the calendar of Directors and confirms meetings and appointments.
2. Organises travel arrangements and reimbursements for Directors.
3. Administrator for the EduTrust audit requirements by the Council for Private Education (CPE) with tasks ranging from updating processes and standard operating procedures (SOPs), drafting new policies and SOPs for Director approval and managing audit evidences in coordination with various departments.
4. Prepares meeting minutes and monitors action items for the monthly Executive Council, bi-yearly Board of Directors and quarterly Finance Committee meetings.
5. Manages the scheduling, agenda, papers, presentations, minutes taking, record keeping and post follow-ups for the Corporate Planning Cycle.
6. Answers phone calls on behalf of the Directors and relays messages accordingly.
7. Maintains electronic and physical filing systems on behalf of the Corporate department.
8. Orders and maintains inventory of office stationery and office equipment.

Executive Assistant (Expert)

Globe Telecom Inc.
32nd St. cor. 7th Ave. Bonifacio Global City
Taguig, Philippines 1634
16 June 2012 to 1 December 2014

Major Job Responsibilities:

1. Provides high level secretarial and technical support to the Head, Management Committee members and Team Leads of Infrastructure Engineering and Service Operations (IESO) team.
2. Acts as recording secretary and monitors action items for Management Committee meetings, team meetings and other special meetings chaired by IESO Head.
3. Conducts research and assists in preparation of presentation materials required by the division and the entire Information Systems Group.
4. Covers administrative requirements of IESO Head/Mancom members which may include calendar management, travel arrangement and office administration.
5. Overall management of IESO Mancom members' employee engagement expenses and executive benefits/allowances.
6. Provides full support and active involvement in terms of logistics and other administrative requirements during employee engagement activities and other division-wide/company-wide events.
7. Ensures that management committee and departmental requirements which may include regular meetings/action items/purchases/requests are scheduled, carried out properly, documented, monitored and closed.
8. Maintains proper and comprehensive filing system for the IESO team.

Project Development Assistant

Department of Agriculture – Office of Special Concerns
Elliptical Road, Diliman, Quezon City, Philippines
1 July 2011 to 15 June 2012

Major Job Responsibilities:

1. Conducts evaluation of proposals and/or feasibility studies submitted by the stakeholders and Department of Agriculture (DA) field units, bureaus, attached agencies and units of the Office of the Secretary for funding consideration under Agricultural Competitiveness Enhancement Fund (ACEF) Scholarship Program.
2. Assists in the project monitoring and evaluation of projects funded under various funding windows of the Department of Agriculture.
3. Conducts/participates in the field works relative to the evaluation and formulation of concept papers and project proposals for funding under DA.
4. Coordinates with the national government/oversight agencies in the facilitation of requirements for approval or pre-implementation of projects for funding.
5. Assists in the collation, organization and maintenance of benchmark data and information relevant to the job.
6. Assists in the conduct of relevant workshops, seminars and consultations necessary for carrying out various activities of the Office of Special Concerns.

Personal Assistant to Director

At-Sunrice GlobalChef Academy
28 Tai Seng Street, Level 5
Singapore 534106
15 September 2008 to 31 March 2011

Major Job Responsibilities:

1. Provides personal assistance to Directors with regards to calendar appointments, email management, travel scheduling and expenses management.
2. Prepares agenda, takes minutes and manages arrangements for Board of Education, Board of Directors, Executive Council and Academic Board meetings.
3. Undertakes research and drafts papers on behalf of Directors for approval in various board meetings.
4. Coordinates with other departments or external parties for projects and initiatives led by the Directors or corporate department.
5. Maintains proper and comprehensive filing system for the department.

Executive Assistant I

Office of the President of the Philippines
Commission on Information and Communications Technology
CICT-NCC Building, Carlos P. Garcia Avenue, Diliman 1103
Quezon City, Philippines
16 July 2007 to 6 October 2008

Major Job Responsibilities:

1. Drafts and finalizes speeches/messages/presentations and letters for the Chairman.
2. Undertakes researches and prepares narrative reports thereof.
3. Provides technical and administrative assistance to projects of the Office of the Chairman.
4. Processes documentary and administrative requirements (i.e. travel) for the Office of the Chairman.

Secretary to the Chief Executive Officer

People's Alternative Livelihood Foundation of Sorsogon Inc. (PALFSI)
Banaba St. Gate 2, SPPVS, Bibinahan, Sorsogon City, Philippines
1 July 2003 to 15 February 2006

Major Job Responsibilities:

1. Prepares communications and monthly reports on behalf of the Board of Trustees, Chief Executive Officer and Executive Staff.
2. Acts as recording secretary during meetings of the Board of Trustees, meetings facilitated by the Chief Executive Officer and General Staff meetings.
3. Acts as custodian of confidential and important documents of the organization.
4. Acts as documentor and segment host of the radio program of the organization.

TRAININGS/SEMINARS ATTENDED

Project Management Fundamentals (19 to 20 September 2012)

Globe Telecom, Inc.

Pioneer cor. Madison Streets, Mandaluyong City, Philippines

National Food Ingredients Value Chain Validation Conference (4 to 6 December 2011)

PhilExport Cebu

Marco Polo Plaza Hotel, Davao City, Philippines

Seminar and Workshop on Tools and Options for Traceability of Banana and Mango (10 to 12 August 2011)

Department of Agriculture Bureau of Plant Industry

College of St. Benilde Hotel, Manila, Philippines

Efficient Minutes Writing (29 July 2010)

TriLife Communications Singapore

39 Marine Parade Road, Parkway View, Singapore 449269

Shorthand Theory (1 to 31 August 2009)

SSTC School for Further Education

9 Penang Road, #09-03 Park Mall, Singapore 238459

EDUCATIONAL BACKGROUND

Bicol University, Legazpi City, Philippines

Year Graduated: 2003

Course: BS Social Work

Sorsogon National High School, Sorsogon City, Philippines

Year Graduated: 1999

Sorsogon Pilot Elementary School, Sorsogon City, Philippines

Year Graduated: 1995

TRAVEL EXPERIENCE

Sweden, Norway, Germany, Austria, Czech Republic, Japan, France, Italy, Belgium, The Netherlands, Switzerland, Vietnam, Thailand, Malaysia, Indonesia, Australia, Hong Kong, Macau

REFERENCES

Prof. Kishor Chandran

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