

# KATHLEEN MICHELLE C. REYES

**Mobile** · +974 3392 5031

**Email** · [kathleen\\_mich@yahoo.com](mailto:kathleen_mich@yahoo.com)

**Visa** · Working Visa (Transferable)

**Birthday** · June 19, 1985



## Objective

- To work in an environment where I can grow as a person, enhance my skills and advance my learning.
- Provide proficient work that will contribute to the promotion of the company's goals and objectives.
- Effectively utilize my communication skills.

## EXPERIENCE

**STREAM Industrial & Engineering, Doha, Qatar**

**EXECUTIVE SECRETARY/ PERSONAL ASSISTANT CUM OFFICE MANAGER TO THE GENERAL MANAGER** June 2015 to October 2020

### *Responsibilities:*

- Act as point of contact among executives, employees, clients and external partners.
- Provide comprehensive support to the General Manager.
- Manage GM's calendar and itineraries.
- Provide clerical and administrative support to the company.
- Screen calls and visitors.
- Prepare and handle Internal Memo's and Outgoing correspondence.
- Sorting and distributing incoming and outgoing mails.
- Design and maintain files/ documents and reports.
- Arrange and set up appointments/ meetings etc.
- Coordination and implementation of office procedures, and to continuously recommend procedures for improvement.
- Liaising with staff and other departments and with external contacts.
- Perform other administrative tasks & responsibilities that may be assigned from time to time.
- Arrange hotel bookings/ reservations.
- Arrange Travel plans for the GM.
- Monitor and order supplies for (List of Purchase Orders) for main & site offices.
- Prepare Material Submittals.
- Update Company Profile.
- Attend Project Conference.
- Prepare Offer Letters for Laborers.
- Liaise with Manpower Agencies.
- Pre-screen and hire entry level staff.

**DRAKE & SCULL International, Doha, Qatar**  
**ESTIMATION SECRETARY, June 2013 to June 2015**

*Responsibilities:*

- Receive and send out documents.
- Maintain a correspondence log.
- Photocopy / scan incoming tender invitations, quotations & tender circulars.
- Scan and photocopy documents / correspondence and transmittals.
- Prepare transmittals for printing and filing.
- Prepare soft and hardcopy reports.
- Collect, file and bind documents.
- Prepare Tender Summary.
- Prepare AGM Report.
- Prepare Tender Submissions.
- Prepare Price Proposal.
- Prepare Regret letters for declined projects.
- File all Tenders, Proposals and submissions.
- Answer all incoming calls and handle caller's inquiries whenever possible.
- Re-direct calls as appropriate and take adequate messages when required.
- Support/assist the Manager and other staff as requested.
- Provide administrative services for the Manager.
- Provide office support services in order to ensure efficiency and effectiveness within the office.
- Receive, direct and relay telephone messages.
- Pick up and deliver the mail.
- Maintain an adequate inventory of office supplies.
- Respond to public inquiries.
- Provide word-processing and secretarial support.
- Perform clerical duties in order to maintain Drake & Scull activities.
- Develop and maintain a current and accurate filing system.
- Monitor the use of supplies and equipment.
- Perform other related duties as required.
- Prepare Material Requisitions for office supplies.

**QUALITY RESOURCES HOUSE, Doha, Qatar**  
**BUSINESS DEVELOPMENT COORDINATOR, October 2012 to May 2013**

*Responsibilities:*

- Perform market research to identify clients, sector opportunities, and competition.
- Coordinate events including meetings, speaking engagements, seminars, trade shows and exhibits.
- Coordinate all internal and external marketing and promotional efforts including community relations, public relations, information, events and demos.
- Monitor SED, BIZ and local government and US government tender leases.
- Work with each stakeholder to develop pipeline review and forecast process.
- Attend trade shows and exhibitions to network.
- Respond to other requirements set by upper management within the scope of job description.

- Monitor and control the Client database and ensure its updated on a regular basis.
- Maintain a database of new leads and prospective business opportunities.
- Maintain standards of safety and comply with Company's Health, Safety policy.
- Maintains a strategic working relationship with team and all key departments.
- Be a lead Ambassador of QRH and BIG at all times.
- In-charge of CV Database for possible employees to deploy in contract bids.
- Coordinate with the suppliers such as: Catering Companies, Labor Camps etc.

**KEO International Consultants, 6F HSBC Bldg. Airport Road Doha, Qatar**  
**PROJECT ASSISTANT, July 2012 to September 2012**

*Responsibilities as a **Project Assistant:***

- Map reading interpretation (from Microstation).
- Conduct Building inspections.
- Conduct Area Survey for Planning to Construction.
- Compute building stations (distance from each building).
- Compute off-sets (distance of tunnel from the edge of the building).
- Took photos for building profiling.
- Prepare PowerPoint presentation for PM's and clients.
- Prepare softcopy and hardcopy reports
- Monitor project activities and updates.
- Disseminate project information to the appropriate recipients.

*Responsibilities as a **Document Controller:***

- Prepare transmittals for printing and filing.
- Prepare soft and hardcopy reports.
- Scan and photocopy documents/correspondence and transmittals.
- Collect, file and bind documents.

*Responsibilities as a **Secretary:***

- Setup and oversee Administrative policies and procedures for offices and/or organizations.
- Maintain Records Management Systems and perform bookkeeping work.
- Prepare correspondence.
- File and retrieve corporate documents, records and reports.
- Read and analyze incoming memos, submissions and reports in order to determine their significance and plan their distribution.
- Receive and distribute mails for infrastructure site staff personnel.
- Receive and prepare correspondences for the PM's in connection to the project, tender or reports.
- Timesheet and Pay slip monthly distribution.
- Schedule the driver/messenger to deliver or pickup letters for and from the client.

## **Toyota Financial Services, Philippines**

**CUSTOMER SERVICE ASSISTANT**, September 2006 to September 2011

### *Responsibilities:*

- Monitor closed accounts.
- Discuss procedures for document release.
- Release the Chattel Mortgage, Promissory Note, ORCR and PDC's.
- Respond to customer complaints and queries.
- Compute pay-off amount.
- Prepare a Competitor Matrix (promos of other car brand competitors) monthly.
- Prepare the Incentives for every Toyota Car Dealers monthly.
- Prepare the Past Due Report monthly.
- Coordinate amendments in the documents.

## **EDUCATION**

### *Assumption College*

**Bachelor of Communication – Major in Media Production**

*June 2002 – March 2006*

## **SKILLS**

- Flexible and work effectively in a fast-paced environment.
- Speaks clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally as well as written.
- Highly experienced in business telephony skills.
- Assemble, sort, and/or distribute documents, supplies, and/or materials/items.
- Able to deal with people in a manner which shows sensitivity, highly tactful, and professionalism.
- Able to operate office equipment, computers and its peripherals.
- Knowledgeable in Microsoft Offices (MS Word, Power Point and Excel) and Experienced in Educational Institution News Anchor, Segment Producer, Co-organizer.
- Document Control, organizing & filing
- Customer Service
- Engineering, Construction Management
- Office management
- Outlook
- Interpersonal and Communication Skills
- Time management