

Maria Gear N. Saldaña

Lapasan, Cagayan de Oro, Philippines

Email: nmbtcgearr22@gmail.com | Phone: +639763384591 | LinkedIn: www.linkedin.com/in/saldanamaría

PROFILE

Detail-oriented communicator with expertise in organizational communication and office management. Skilled in streamlining processes, coordinating schedules, and managing administrative tasks to enhance operational efficiency. Proven track record in handling correspondence, documentation, and office communications with accuracy and confidentiality. Adaptable, self-motivated, and collaborative, dedicated to organizational success.

KEY COMPETENCIES

Communication & Coordination	Calendar Management	Attention to Detail
Organizational Skills	Task Management	Microsoft Office Suite
Administrative Support	Email Management	Google Workspace

WORK EXPERIENCE

Sep 2024 - Present

Community Relations/Administrative Officer

Office for Community Affairs - City Government of Cagayan de Oro

- Manage schedules and coordinate appointments while preparing, encoding, and organizing office documents.
- Handle office communication channels, including emails, phone calls, and physical mail.
- Prepare reports, draft memos, and document meeting notes for record-keeping.
- Assist with payroll processing, personnel databases, and maintaining accurate employee records.

Feb 2024 - Jun 2024

Marketing Intern

Bigby's Quality Food Corporation

- Assist in developing and coordinating schedules for monthly marketing campaigns, including promotions, events, and social media activities.
 - Support marketing officers with administrative tasks such as organizing files and data entry.
 - Monitor and manage social media accounts, producing engaging content.
 - Collaborate with the design team to assist in creating marketing materials such as posters and social media graphics.
-

EDUCATION

Aug 2020 - July 2024

Bachelor of Science in Technology Communication Management

University of Science and Technology of Southern Philippines

- Latin honor: **Magna Cum Laude**
 - General Weighted Average: 1.380
 - Dean's Lister for eight consecutive semesters.
 - USTP Technopreneurship: Beyond+: Start-Up Incubation Program
 - First Place Award
-

CHARACTER REFERENCES

Britney Jane S. Gaabon - Social Media Specialist

Office for Community Affairs - City Government of Cagayan de Oro
britneyjanegaabon@gmail.com · +639753917381

Christofer Rian C. Ondiano - Customer Service Representative

Cognizant Technology Solutions Corporation
rianondiano13@gmail.com · +639265686150

Lovely Quijada - Administrative Staff

Bureau of Internal Revenue - Region X
lvlyqjdlovelet@gmail.com · +639361771227