

ANN MARGARETTE LANDICHO

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EDUCATION

2000 - 2004 PAMANTASAN NG LUNGSOD NG MAYNILA, Manila Philippines
Bachelor of Science, Graduation: April 2004
Major: Computer Science

COURSES AND TRAININGS ATTENDED

2004 DE LA SALLE PROFESSIONAL SCHOOL, Makati, Philippines
Course: Agent Certification Program, Oct. 2004

2020 FVA BUSINESS CONSULTANCY, Davao, Philippines
Course: Search Engine Optimization (SEO), June 2020

FVA BUSINESS CONSULTANCY, Davao, Philippines
Course: Freelancing Virtual Assistance, May 2020
GOLD Certificate

SKILLS

- Human Resources Shared Services experience
- 10 years experience as Executive Assistant
- Good command of MS Office tools and proficiency in using Microsoft Operating System
- Excellent written and verbal communication skills
- Strategic Planning and Event Management
- Data Entry
- User Access Management and Data Analysis
- Social Media Management and Marketing
- Simple Website Creation, Optimization and Management

PROFESSIONAL EXPERIENCE

GSHR Group Service Delivery Administrator August 2016 - May 2018
JOHNSON & JOHNSON INT'L (SINGAPORE) PTE. LTD. | PARANAQUE, PH

- Prepares and analyses the Global Services HR metrics dashboard in coordination with the Service Performance analysts and pertinent Global Services HR Service Delivery leaders.
- Oversees the management and maintenance of executive schedules, including coordination of logistics for travel conferences, and the required adjustments as needed.
- Maintains the active database of user access profiles for all GS HR staff in the Service Center and region.
- Responsible for overall office management support for ASPAC Global Services HR Service Delivery Leadership team.

Executive Assistant November 2015-August 2016
ADVANCED OUTSOURCING AND BUSINESS SERVICES, INC. | MAKATI, PH

- Provides executive level assistance to the Head of HR Service Delivery Lead
- Act as point of contact between executives and internal/external clients.

PROFILE

Hello! I'm Ann Margarette and I am a Professional Freelance living in Italy. I am a lover of all things creative and natural people person. I have completed my Bachelor's degree in Computer Science and have been exposed on Executive Administrative works in the field of Human Resources supporting leadership team from various top multi-national Pharmaceutical companies. I am well organized and detail oriented person. This passion led to my discovery of remote assistance which is where I have found my niche. Things I love include, books, coffee, beach and travelling just to name a few.