

Mark Anthony C. Omega

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OBJECTIVE

I aim to fully utilize my skills and knowledge to their maximum potential in helping the company achieve their missions and goals.

WORK EXPERIENCE

April 2017 - Sep 2019

Executive Assistant, California, USA

Jim Souza, Entrepreneur

- Restaurant Bookkeeping and Payroll Admin
- Real Estate Accounting
- VA Outsourcing and training
- Social Media Management/Director

June 2015 – Feb 2017

Executive Assistant, Asian Therapeutics, Sacramento

Proprietor/ Acupuncturist: Kenneth Berry

- Project Management
- QuickBooks Bookkeeping and Payroll Processing
- A/R and A/P Management
- Wordpress and SEO Administration
- Human Resource Management

Jan 2015 – Jan 2016

Snippet Writer and Bidder, Thumbtack, Inc., San Francisco

Team Leader: Sheila Rodriguez

- Team Huddle Mediation
- 350% weekly writing quota completion rate
- Bidding and Quotes follow-up messaging

Jul 2013 -- Jan 2015

Customer Associate, Landbank of the Philippines

Manager: Brendalyn V. Villavicencio

- Financial report management
- Bookkeeping and account balancing
- Anti-Money Laundering Act implementation

Jul 2011 – Jul 2013

Bank Teller, *United Coconut Planters Bank*

Manager: Adalim S. Lara

- Government Document Bookkeeping
- Executive Assistance for the Regional Director
- Bank Marketing

EXPERIENCE GAINED

- Experienced in **MS office, Adobe Acrobat, Asana, RSI, Dropbox, Xero, Wordpress, Google Analytics, Photoshop, Facebook Ads, Canva, Single Platform, Buildium, Appfolio, Amazon, and QuickBooks** Software, among others
- Religiously honor the confidentiality agreement
- Can efficiently finish projects with minimum supervision
- Strong attention to detail
- Possess a strong math aptitude
- Typing speed of 65 WPM, with a 98% accuracy rate
- Enjoys working under pressure
- Comfortable in solving analytical and complicated problems
- Passionate, hardworking and self-driven.
- Exceedingly fluent in English

PERSONAL BACKGROUND: Born on May 23, 1990; very computer literate; fast learner; creative and innovative; ability to multitask; physically fit, can easily adapt to work conditions; can easily work with groups, has experience in excellent Customer Service and Account Management.

EDUCATION

2006 - 2011

Silliman University

Bachelor of Business Administration Major in Management
College Diploma, March 2011

2002 - 2006

Saint Louis School - Don Bosco

High School Diploma, March 2006

SEMINAR & CERTIFICATION

Certified in Civil Service Examination (82.62%)

Aug 2011 – Sep 2011

Counterfeit Detection, Signature Verification, Personality Development Workshop and Branch Training Program Seminar
Headed by: Ms. Stella Maria A. Fulgencio
UCPB Head Office, Makati City

Jun 2010 - Mar 2011

Certificate in Human Resource Management
With 72 units in Silliman University Psychology Department
Dean: Roger V. Alcantara
Dumaguete City

EXTRACURRICULAR EXPERIENCE

Nov 2010 – Mar 2011

Leader & Team Coordinator, Developmental Study on C&L Suites Inn
Supervised by Atty. Gloria G. Futralan for Management 46 Course
College of Business Administration, *Silliman University*

Jun 2010 – Oct 2010

Feasibility Study: Pension House with Commercial Spaces
Supervised by: Atty. Gloria G. Futralan for Management 47 Course
College of Business Administration, *Silliman University*

Jun 2006 – Jun 2008

Silliman University Portal Scholar Recipient
Academic and Working Scholarship, Silliman University

CHARACTER REFERENCE

Kenneth Berry

Sole Proprietor/ Acupuncturist - Asian Therapeutics
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Mathilda Gomez

Administrator -Thumbtack, Inc.
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Leica Chang

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