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### Career Profile

Administrative Assistant with strong interpersonal and organizational skills with the ability to work under pressure and can manage various challenges and responsibilities.

### Skills and Proficiencies

- MS Word
- MS Excel
- Customer Service
- Internet Research
- Telephone Reception
- Transcription
- Filing
- Inventory

### Experience

2002 – 2015

#### **Administrative Officer**

Southern Iloilo Telephone Company, Inc.  
Miagao, Iloilo  
Philippines

- Provides administrative/secretarial support for the company such as answering telephones, assisting subscribers, and resolving and referring various administrative problems and inquiries.
- Establishes, maintains, and update files, databases, and records (both of the telephone subscribers' and the company's).
- Prepares daily, monthly and yearly confidential sales reports for presentation to management.
- Responsible for Disbursements, Payroll, Accounts Payable and Receivable.
- Monitor and record company expenses.
- Maintains inventory control of office supplies, equipments and outside plant materials.

### Additional Experiences:

2009 – Present

#### **General Manager/Quality Control**

BCLEAR Purified Drinking Water Refilling Station  
Miagao, Iloilo, Philippines

- Conducts daily inspection, quality checks, and hands-on sensory evaluation of the purified water.
- Monitors and maintains production records.
- Manages and ensures that all standard operating procedures are being carried out properly by the production workers.
- Facilitates monthly submission of raw water and purified water to the local Sanitary Inspector for laboratory testing (Physico-chem and Microbial Analysis) and monitors results.
- Checks daily sales report.

- Manages production workers' schedules.
- Responsible for Disbursements, Payroll and Accounts Payable.
- Monitor and record company expenses.
- Maintains inventory control of supplies, equipment and production materials.

2014 – Present

**General Manager/Owner**

Mang Laba Laundry and Dry Cleaning Services

Miagao, Iloilo, Philippines

- Conducts random inspection and quality checks on laundered fabrics.
- Monitors and maintains daily transaction records.
- Manages and ensures that all standard operating procedures are being carried out properly by the laundry attendants.
- Manages personnel and responsible for payroll and accounts payable.
- Handles Disbursement and Procurement of Laundry Supplies.
- Monitors Inventory of Supplies.

2010 – 2014

**Part Time Online English Tutor**

RareJob

- Conducts 25-minute per student online English tutorial and conversation lessons.
- Helps students widen their vocabulary knowledge, speaking and listening skills to make them better communicators.
- Motivates and encourages students to openly express their thoughts, ideas, and opinions effectively using the English language.
- Maintains harmonious and professional relationship with the students.

**Education**

**B.S. Food Technology**

University of the Philippines in the Visayas

Miagao, Iloilo

1995-2000

**Secondary**

Saint Mary's Academy of Capiz

Burgos Street, Roxas City, Capiz

1991-1995

**Elementary**

Pres. Manuel Roxas Memorial School

Tanque, Roxas City, Capiz

1985-1991