

MY PORT- FOLIO





Professional Summary

I'm highly organized Office and Production Professional with 7+ years of experience in administrative support, logistics coordination, and manufacturing operations. With expertise in document management, database maintenance, and inventory control, Yap ensures efficient office workflows while supporting production processes—from quality checks to warehouse organization. Proficient in MS Office and forklift operation, Yap combines meticulous attention to detail with hands-on problem-solving skills to keep operations running smoothly. A reliable team player committed to maintaining confidentiality, streamlining communication, and optimizing workplace productivity.

Experience

Office Administrative Assistant in Philippine Nylon Net Mfg Co., Inc.

- Managed office communications (calls, emails, documents)
- Maintained organized filing systems and databases
- Handled inventory control and supply procurement
- Ensured confidential document security

Local Chinese Assistant at Onward Worldwide Consultancy

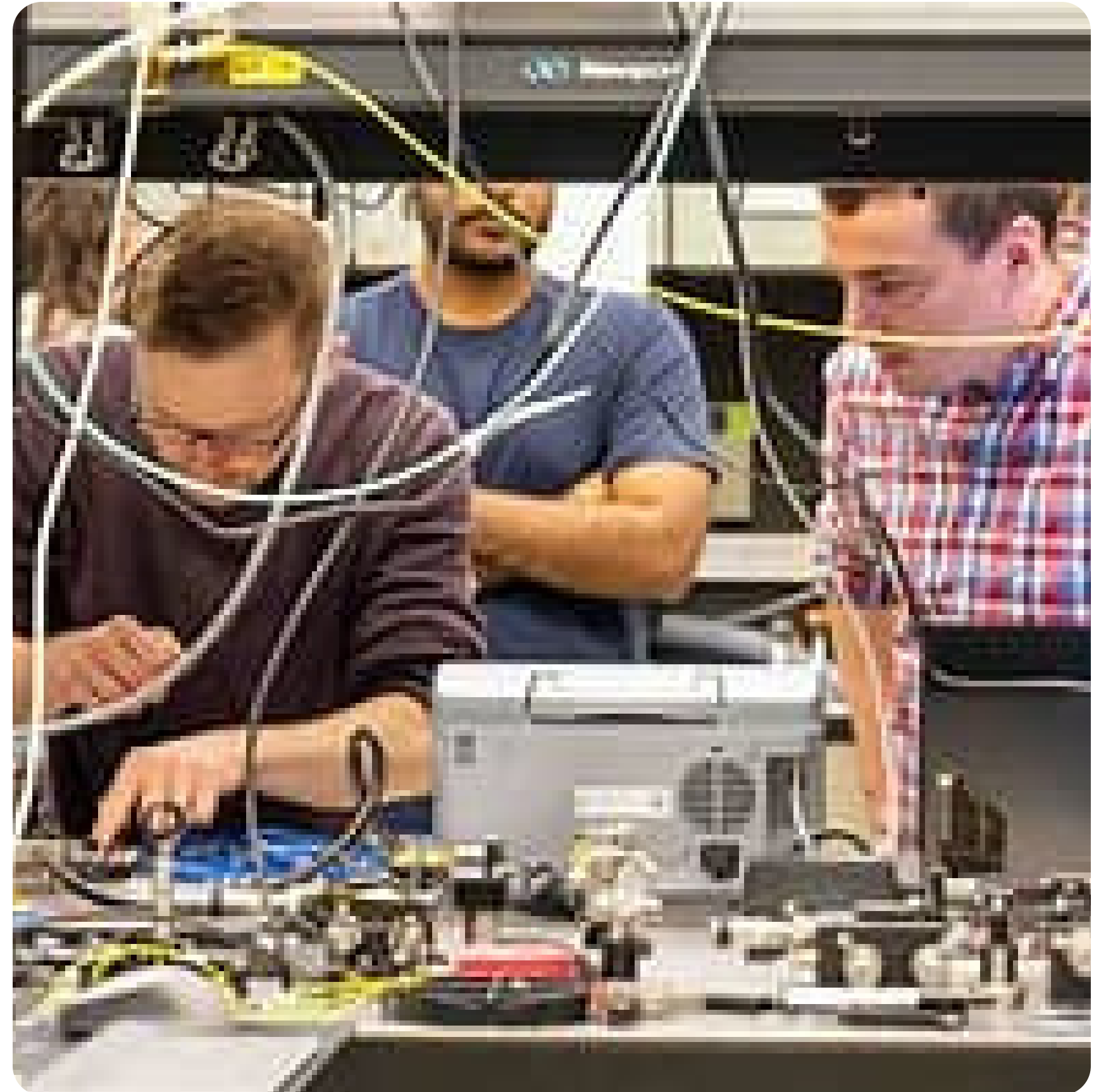
- Provided linguistic support for Chinese-English communications
- Assisted with document translation and cultural interpretation
- Facilitated business communications between local and Chinese partners
- Managed scheduling and logistics for Chinese-speaking clients/partners
- Maintained accurate records of bilingual correspondence
- Served as cultural liaison for Chinese business protocols

Education

Bachelor's Degree in Electrical Engineering (Undergraduate, 3rd Year Completed)

Far Eastern University (FEU) Alabang, Muntinlupa City

- Completed 3 years of engineering coursework with focus on technical systems
- Developed problem-solving skills applicable to production and operational environments



Certification

- FREELANCE ACADEMY VIRTUAL ASSISTANT TRAINING WITH COACH MONIQUE
JUNE 16-20 2025 WITH CERTIFICATE

- TESDA ONLINE LEARNING
-INTRODUCTION TO ELECTRICAL INSTALLATION AND MAINTENANCE
JUNE 15-27 2025 WITH CERTIFICATE



Skills



THANK YOU

Let's Work Together

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