




# MARRY JANE LACANARIA

## ABOUT ME

Administrative Assistant with two-year experience of experience optimizing productivity, efficiency, service, and quality across various environment. Dependable professional that blends advanced organizational, technical, and business acumen.

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## EDUCATION

Bachelor of Science  
in Business  
Administration major  
in Financial  
Management

Bulacan State University  
2013 - 2017

## COURSES

Freelancing Virtual  
Assistant Course

Surge Digital Academy  
2022

## CERTIFICATES

Fundamentals of  
Digital Marketing

Google Digital Garage  
2023

## WORK EXPERIENCES

Administrative Assistant  
Ayala Property Management  
Corporation  
2018-2020

- Served as a direct assistant to Property Manager, supporting all aspects of operation and office management for multiple properties from pre-operation to operation.
- Performed a range of administrative and financial duties for two properties simultaneously.
- Processing payments for all partners through company's portal
- Managed all purchase orders and monitored company budget by controlling project expenses
- Responsible for communicating with tenants, vendors, inspectors, city officials and other various contacts to manage commercial property.
- Directed workflow, acting as intermediary between all departments by including Security, Maintenance, and Housekeeping. arranging schedule meetings, composing correspondence and managing calendars.
- Overhauled recordkeeping system from manual to computer based creating a user-friendly and systematic information system.