

LILYME T. ORILLANEDA

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I. EDUCATIONAL BACKGROUND

Elementary	:	1985-1991	Camp Evangelista Elementary School
Secondary	:	1991-1995	Liceo de Cagayan University
College	:	1995-2000 1996-1997	Xavier University (Ateneo de Cagayan) Saint Michael's College Bachelor of Science in Commerce major in Accounting
Degree	:		Bachelor of Science in Development Communication Major in Educational Communication
Skills	:		Proficient in Computer Software Application (MS Operating Systems, MS Word, MS Excel, MS Powerpoint, MS Paint, Adobe Pagemaker7 and Adobe PhotoshopCS3, etc.) Analyze on computer software and hardware defects Teaching, Interpersonal Communication, Office Management/ Secretarial and the like, Accounting
Other skills	:		Basic Photography, Marketing, Events Organizing,

II. PRESENT INVOLVEMENT






March 1, 2007 to present

Researcher / Writer

Mindanao PHILSAGA Foundation, Inc.

Job Summary:

- ✚ Prepare foundation's annual report
- ✚ Provide assistance to the Foundation's President
- ✚ Ensures President's appointment schedules, travels and like;
- ✚ Keep track foundation's scholarship grantees
- ✚ Keep track and records Adopt-A-School Program expenses on a monthly basis
- ✚ Purchase school supplies for donation to the adopted schools of the company
- ✚ Prepare monthly scholarship grantees stipend and teachers honorarium
- ✚ Lay-out foundation's publication through Adobe Photoshop CS3 and Adobe Pagemaker

-  Prepare monthly remittances of Social Security System (SSS), Philippine Health Insurance (PhilHealth), Pag-Ibig contributions and Withholding Tax payment
-  To troubleshoot company's computer defects (software and hardware installed)
-  Prepare communication
-  Prepare company's accounting reports
-  Do other tasks as assigned by the immediate supervisor














III. PREVIOUS WORK EXPERIENCE

October 2002 to June 2004

August 2006 to March 2, 2007

**Front Desk Service In-charge/ Company/Executive Secretary-Receptionist
Cagayan de Oro Chamber of Commerce and Industry Foundation, Inc.
(ORO CHAMBER)**

Job Summary:

-  Accommodate and facilitates every time a client visits the office
-  Answer and accommodate cheerfully all telephone queries
-  Ensures proper scheduling of the Secretary General/Chief Operating Officer, President and Board of Trustees activities, appointments, meetings, travels and like; consults for priorities, bookings, cancellations, confirmations, reminds appointments; prepares the necessary documents/materials for every meeting/undertaking to ensure preparedness to the activities.
-  Takes care of all Board and Executive Committee meetings; ensures availability of all materials and amenities; prepare agenda and materials needed and responsible in preparing minutes of meetings.
-  Disseminate and follow-up staff instructions from the Secretary General/Chief Operating Officer, President and Board of Trustees.
-  Maintain liaison with the different government and line agencies; Oro Chamber members.
-  Assist in conducting conventions, trainings, seminars and forums
-  Coordinates with partner agencies, members and all other transactions with the Chamber regarding various matters, follow-ups, information, undertakings, activities and the like that involves the Secretary General and the Board of Trustees.
-  Assist Admin and Finance Officer. Responsible in monitoring and preparation of staff attendance, overtime, processing of Purchase Orders and Check Vouchers, disburse payables and issue Official Receipt.
-  Responsible of the 201 and confidential files of the company; performs such duties and responsibilities as assigned by the Administrative and Finance Officer.
-  Record and file all incoming and outgoing communication
-  Preparation and sending out of invitation letters to participants in every activity conducted and co-hosted by Oro Chamber and follow-up their confirmations
-  Assisted in organizing the 12th Mindanao Business Conference and Philippine Obstetrical and Gynecological Society (POGS) Convention with the following tasks and responsibilities:
 - Participation - sending out of invitations and follow-up
 - Sponsorship - sending out of sponsorship letters and follow-up confirmations; ensures delivery of services to them during the conference proper
 - Head of the Secretariat Room where all documents, speeches and materials are cared of.

July 2004 to July 2006

Membership Assistant

**Cagayan de Oro Chamber of Commerce and Industry Foundation, Inc.
(ORO CHAMBER)**

Job Summary

- ✚ Membership In-charge
- ✚ Organized monthly seminars, forums, networking fellowships and general membership meetings of the members
- ✚ Act as the point person in conducting general membership meeting
- ✚ In-charge in increasing membership
- ✚ Assist and facilitates in organizing and conducting conventions
- ✚ Prepare brochures, memo circulars, news release and chamber updates
- ✚ Prepare communication and minutes
- ✚ Document chamber activities
- ✚ Attend to members needs and queries

September - December 2001

Research Assistant

**Northern Mindanao Integrated Agricultural Research Center (NOMIARC)
Department of Agriculture - RFU X**

- ✚ Facilitates farmers in conducting trainings in the community
- ✚ Revised, edited and compiled NOMIARC research studies from 1995 - 2000.
- ✚ Document NOMIARC activities
- ✚ Prepare NOMIARC Publications
- ✚ Assist Planning Officer and do other tasks as assigned by the immediate supervisor.

April – May 1999

INTERNSHIP

Philippine Development of Human Resources in Rural Areas (PHILDHARRA)

- ✚ Assist Project Officer in conducting information seminars in remote areas
- ✚ Prepare communication
- ✚ Document PHILDHARRA activities as part of the Internship program

IV. PERSONAL DATA

Age : 30 yrs. old
Date of Birth : February 11, 1978
Birthplace : Dumalinao, Zamboanga del Sur
Civil Status : Married
Citizenship : Filipino
Religion : Roman Catholic

V. TRAININGS/SEMINARS/CONVENTIONS ATTENDED/ORGANIZED

5th Mindanao ICT Congress

Secretariat
September 20-22, 2006
Grand Caprice Restaurant

54th IECEP and 1st Northern Mindanao ICT Summit

Secretariat
December 2-4, 2004
Xavier Sports and Country Club

Training of Trainers

Participant
March 10-11, 2004
Country Village Hotel

12th Mindanao Business Conference

Organizer
October 29-31, 2003
Pryce Plaza Hotel

Philippine Obstetrical and Gynecological Society (POGS)

Project Staff
April 24-26, 2002
Pryce Plaza Hotel

Forum on Electric Power Industry Reform Act (RA 9136) and Its Implications to the Business Sector

Documentor
June 6, 2002
Grand Caprice, Cagayan de Oro City

Finance and Economic Business Prospects

Participant
February 28, 2002
Country Village Hotel, Cagayan de Oro City

Participatory Assessment Planning Workshop

Documentor
November 5-11, 2001
Department of Agriculture – NOMIARC

VI. CHARACTER REFERENCES

Dr. Victor P. Salvado

President
Mindanao PHILSAGA Foundation, Inc.
Bajada, Davao City
(082) 225-3221

Engr. Teresa Majella Pelaez-Raboca

Former Secretary General
Cagayan de Oro Chamber of Commerce and Industry
Foundation, Inc.
Cagayan de Oro City
0918-9374689

Frances Mae T. Romulo

Leasing Supervisor
SM City – Cagayan de Oro City Branch
Cagayan de Oro City
0917-7240826