Job Bunagan

Administrative Assistant

Detail-oriented Administrative Assistant with strong organizational skills and a passion for supporting colleagues and management. Experienced in overseeing daily operations and finances to keep teams running smoothly and efficiently. Known for being proactive, reliable, and solutions-focused.

Skills

- Strong communication skills
- Leadership and team management
- Problem solving and critical thinking
- Mathematical and analytical skills
- Fast learner and adaptable
- Driving skills

Experience

Property Supervisor Oct. 2025 - Jan. 2026

Cris & Lily's Sinturis Farm

- Oversaw property operations, ensuring efficient day to day management and smooth business operations.
- Conducted regular site inspections to maintain safety, quality, and operational standards.
- Managed budgets and coordinated resources to support operational goals.
- Served as a liaison between property owners, tenants, contractors, and management, ensuring clear and effective communication.

Administrative Assistant 2025-2026

Bountycool

- Answered phone calls and responded to emails promptly, providing professional and courteous customer service.
- Maintained accurate records, files, and databases to ensure organized and efficient operations.
- Provided administrative support to colleagues and management by coordinating tasks and assisting with daily office operations.
- Handled confidential information with professionalism, discretion, and strict attention to data privacy.

Education

BYU Pathway Connect Student Present
Brigham Young University

Senior High School Graduate 2021-2022

San Juan Senior High School

- Took STEM (Science Technology Engineering and Mathematics) strand.
- Learned the basics of Engineering as a preparation for my college course