MICAH DANIELLE R. SIWA

SUMMARY

Executive Assistant with 13+ years of experience supporting senior leaders in the energy and media sectors, including VP-level and project development heads. Skilled in calendar and travel management, confidentiality, and expense and payment processing, with growing project coordination experience in budget monitoring, contract payment endorsements and site visit logistics. Proficient in SAP, SharePoint, and Microsoft Office.

WORK EXPERIENCE

Project Analyst , Meralco PowerGen Corporation **Jan 2025 - Present**

- Maintains the budget for individual projects within the Project Development group, monitoring and reporting every month.
- Manage calendars, meetings, and travel for executives overseeing power projects.
- Prepare payment endorsements for various contracts under PD and monitor the release of payments.
- Assist the project development head and team on various admin matters such as processing of payment endorsement form, cash advance and liquidation, reimbursement, and travel authorization requests.
- Support logistics for project-related meetings, site visits, and inspections as required.
- Coordinate logistics for project meetings, site visits, and inspections, including travel and accommodation.
- Process cash advances, liquidations, reimbursements, and petty cash replenishment accurately and within policy.

Executive Assistant , Meralco Thermal Energy Inc. - Meralco PowerGen Corporation **July 2022 - December 2024**

- Provide administrative support to the VP, Head of the Expanding Market Group, and the Group 2 EM Division.
- Manage expense reimbursements, cash advances, cash liquidations, petty cash replenishment, payment endorsement forms, etc.
- To support development processes, budgeting and controls, document management, and internal policy compliance.
- Acting as the point of contact among executives, employees, clients, and other external partners.
- Manage the executive’s calendars and arrange meetings, travel, and accommodation.
- Work closely and effectively with the VP to keep him well informed of upcoming commitments and responsibilities, coordinating and following up appropriately on requirements needed by the VP.
- Assist the executive in planning and coordinating various tasks and activities, ensuring everything runs smoothly and efficiently.
- Confidentiality Maintenance: Handle sensitive information
- Plan detailed travel itineraries, book flights, ground transport, and accommodations, and reconcile travel expenses.

Executive Assistant , Cignal Tv Inc. **October 2019 - July 2022**

- Managing the vice president’s calendar to ensure proper alignment with scheduled activities and meetings.
- Serve as the primary point of contact for internal and external constituencies on all matters related to the Vice President, including those of a highly confidential nature.
- Coordinate executive communications, including taking calls and responding to emails, and provide an advanced level of secretarial support to the Vice President and the network engineering & operations team.
- Managing expense reimbursements, cash liquidations, petty cash replenishment, SAP purchase requisition requests, and goods receipts.
- Maintains an organized filing system of paper and electronic documents. Uphold a strict level of confidentiality
- Arranges hotel and travel bookings. Maintains office records and personal files of the Vice President.

Loan Support Officer, Weshop Global Philippines **April 2018 - March 2019**

- Responsible for performing credit evaluations of personal and business loans.
- Ensured completeness of requirements and information to recommend a loan account.
- Review items needed on conditional approval.
- Monitor the loan and credit performance of applications supported daily and monthly.
- Interact with customers over the phone to verify identity or employment status and identify fraudulent activities.
- Minimizes exposure to credit risk and fraud losses while maximizing loan approvals.
- Provide meaningful and constructive feedback to the team lead and underwriting manager.
- Prepares a report of approved, rejected, and pending applications to serve as a reference for daily and monthly production.

Sales Executive, Weshop Global Philippines **March 2017 - April 2018**

- Primarily manages customer inquiries & concerns via chat, SMS, or call.
- Internally processes various orders of customers in different e-commerce platforms.
- Performs all administrative work connected to all e-commerce platforms (e.g., encoding, inventory updating, encoding daily sales on the POS, etc.).
- Contributes to team effort by accomplishing related results as needed.
- Build productive trust relationships with customers.
- Follow and achieve the department's sales goals on a monthly, quarterly, and yearly basis.
- Consolidation of online orders and tracking payments of online customers
- Troubleshoot and resolve any issues related to order fulfillment, payment processing, and customer inquiries.

Sales Administrative Assistant, Mach Tools Inc. **December 2013 - October 2016**

- Manage office supplies and ensure a well-organized workspace.
- Build productive trust relationships with clients and after-sales.
- Manages sales invoices, delivery receipts, official receipts, and packing lists.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Maintain an organized and accessible filing system for both physical and digital documents. Assist client inquiries via email and/or telephone calls and coordinate with the Sales and Service Team.
- Administrative support—Perform general clerical duties, including photocopying & scanning, and managing
- incoming & outgoing mail and deliveries.
- Communicated with clients to confirm order details, resolve issues, and ensure timely delivery.

Recruitment Assistant, Rustan Marketing Specialist Inc. **May 2013 - October 2013**

- Administering appropriate company assessments. Performing a background check and reference.
- Coordinate scheduled phone/physical interviews and tests with candidates and onboarding.
- Schedule and coordinate interviews with hiring managers, ensuring a smooth process for both candidates and internal teams.
- Work closely with hiring managers and department heads to understand specific hiring needs and provide updates on recruitment progress.
- Prepare and present regular recruitment reports on the status of open roles, candidate pipelines, and hiring metrics.
- Assist the HR team with onboarding new hires.

INTERNSHIP EXPERIENCE

- ABS-CBN Film Productions Inc. (Star Cinema) November 2012 - February 2013
- Philippine Airlines (May 2012 - June 2012)

EDUCATION

BSBA Major in Human Resource Development **June 2009 - March 2013**
Philippine Cultural College

Secondary **June 2005 - March 2009**
Philippine Institute of Quezon City

Primary **June 1999 - March 2005**
Philippine Chung Hua High School

ADDITIONAL INFORMATION

KEY SKILLS

- Skilled in Microsoft Office, SAP, SharePoint, Microsoft Outlook, OneDrive, Google Sheets, and Canva.
- Adaptability in a fast-paced environment.
- Ability to work independently and as part of a team.
- Strong organizational, coordination, and time-management skills.
- Anticipate challenges and implement proactive solutions.
- Excellent written and verbal communication skills.
- Thrive in dynamic environments, quickly adjusting to changing priorities.
- High level of professionalism, discretion, and confidentiality.
- Work closely with cross-functional teams to ensure alignment with executive priorities.

SKILLS

- Communication Skills
- Organization Skills
- Calendar Management
- Problem-Solving
- Time Management
- Multitasking,
- Attention to Detail
- Team Collaboration
- Travel Arrangements
- Administrative Support
- Visa Coordination

LANGUAGES

- English
- Chinese
- Filipino