

RHENA LAMPUTI

ADMINISTRATIVE ASSISTANT

CONTACT

San Jose, Batangas PH

Rhena Lamputi

CORE SKILLS

- Calendar & Schedule Management
- Administrative Support
- Email & Correspondence Mgmt
- Meeting & Appointment Coordination
- Microsoft Office & Google Workspace
- Travel & Event Coordination
- Data Entry & Record Mgmt
- Research & Information Management
- Communication & Interpersonal Skills
- Organization & Time Mgmt

AWARDS

- Twice Top 2 Academic Award Recipient
- Best Director - English Festival 2014

PROFESSIONAL SUMMARY

Motivated and service-oriented professional with experience in administrative support, volunteer service, leadership, customer interaction, and community engagement. Recently completed 18 months of full-time missionary service, developing strong communication, interpersonal, organizational, and time-management skills while working with individuals from diverse backgrounds. Dependable, adaptable, and eager to contribute to a team while continuing to learn and grow professionally.

WORK EXPERIENCE

Secretary/ Receptionist

Emman's Kuadro & Litrato Shop 2016-2018

- Provided front-desk assistance and responded to customer inquiries in a professional and courteous manner.
- Maintained business records, scheduled appointments, and organized administrative documents.
- Assisted with billing, expense processing, inventory monitoring, and sales records.
- Supported daily business operations and maintained an organized reception and work environment.

Ward Activity Chairperson

Volunteer Leadership Role 2015--2024

- Planned and coordinated community activities, meetings, and social events with local leaders and volunteers.
- Organized schedules, programs, resources, and event logistics.
- Communicated with participants and team members to ensure activities were properly coordinated.
- Strengthened leadership, teamwork, event planning, and interpersonal communication skills.

Full-Time Missionary Volunteer

The Church of Jesus Christ of Latter-day Saints 2024 - 2026

- Completed 18 months of full-time volunteer service focused on community outreach, teaching, and individual support.
- Built relationships with diverse individuals and families while planning and conducting lessons, meetings, and community activities.
- Managed schedules, appointments, travel, and follow-ups while collaborating with volunteers and local leaders to achieve shared goals.

EDUCATION

BYU-Pathway Worldwide Program Expected to graduate 2026

Life Skills, Professional Skills, Spreadsheet Essentials

Kolehiyo ng Lungsod ng Lipa 2014

Freshman, 2014

Bachelor of Science in Computer Science)