



CONTACT

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Binondo Manila, Philippines

EDUCATION

STI College - Recto

Bachelor of Science in Computer
Science | 2017 - 2019

Associate in Computer Technology |
2014 - 2016

CORE SKILLS

- Calendar & Email Management
- Task & Project Coordination
- File Organization & Document Control
- Communication & Reporting (Google Workspace, MS Office)
- Basic Graphic Design & Content Creation (Canva)
- Data Entry & Database Management
- Time Management & Critical Thinking
- Project Coordination
- Remote Team Collaboration & Scheduling Tools (Zoom, Google Meet)
- Customer Service & Client Support

LANGUAGES

- English (Basic)
- Tagalog (Fluent)
- Cebuano (Fluent)

HAROLD UNABIA

ADMINISTRATIVE & SECURITY
ASSISTANT , SAFETY OFFICER
LEVEL 3, CERTIFIED SECURITY
PROFESSIONAL

PROFESSIONAL SUMMARY

Resourceful and tech-savvy Virtual Assistant with over 3 years of experience in administrative support, communication management, customer service, and security coordination. Proven ability to manage schedules, handle confidential data, and support executives and teams in fast-paced environments. Excellent at multitasking, problem-solving, and using tools to streamline business operations. Fluent in Tagalog and Cebuano, with a good command of English.

WORK EXPERIENCE

Golden Arches Devt. Corp. (McDonald's Philippines)

Administrative and Security Assistant & Safety Officer Level 3

Manila | 2021 - Present

- Managed schedules, internal correspondence, and filing systems to support office operations.
- Prepared and submitted reports on administrative tasks and security incidents.
- Coordinated training programs and maintained compliance documentation.
- Supported cross-functional teams in operations and customer communication.
- Ensured implementation of safety protocols and conducted training.

Landlite Philippines Corporation

HR Assistant & Safety Officer

Manila | 2019 - 2021

- Assisted in recruitment, onboarding, and employee records management.
- Drafted internal memos and scheduled meetings for HR management.
- Ensured implementation of safety protocols and conducted training.
- Handled employee relations and provided administrative support for company-wide HR programs.

REFERENCE

Karl Randolph Cadena

Grab Philippines / Security Manager

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Marie France / RND

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