



JOVEL ANISCAL ROMERO

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📍 Palmones, Cadiz, Spain

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EDUCATION

De La Salle College of St. Benilde
Manila, Philippines

Bachelor of Science in Business
Administration maj. in Marketing
2007-2011

**FP DUAL: Gestión Documental
Aduanera- May 2023**

Camara de Comercio- Campo de
Gibraltar, Algeciras

**Organización logística eficaz y
sostenible - May 2025-June
2025**

Driving license B

About Me

A multifaceted administrative specialist with hands-on experience overseeing front desk responsibilities, supporting internal teams with a proactive and solution focused mindset. Known for balancing multiple priorities, handling sensitive information with discretion, acting as a key point of contacts for clients and staff. Eager to contribute to a role that values precision, professionalism and organizational excellence.

WORK EXPERIENCE

Schmidt-Palmones, Cadiz

Sales & Design

August 2025 up to present

Schellhammer Business School, San Roque Club, Cadiz

Front Desk Coordinator

June 2023 - August 2025

- Managed incoming calls, directing inquiries to appropriate departments and providing excellent customer service to all callers.
- Greet visitors and provide assistance with inquiries.
- Handle mail, packages and other deliveries.
- Reach out to potential applicants, conduct phone interviews, and extend offers.
- Provide guidance to applicants throughout the enrollment process.
- Maintain a clean and welcoming front desk area, enhancing the overall appearance of the office.
- Assisted with administrative tasks such as filing, data entry, and preparing documents, contributing to the smooth functioning of the office.
- Assist students regarding their NIE application process.

LANGUAGE

- English
- Spanish
- Tagalog (filipino)

SKILLS

- Communication skill
- Microsoft office
- Customer service
- Sales
- CRM(Pipe Drive)
- Sales Presentations
- Office Administration
- Microsoft Office
- Logistics & Supply Chain
- Basics
- Data Entry &
- Documentation Managemen
- Design

WORK EXPERIENCE

- NEKO SHIP SUPPLY, LOS BARRIOS ▪ ESPAÑA
Admin. Assistant 03/2023 – 03/2023
- ABIVA PUBLISHING HOUSE INC · PHILIPPINES
Admin. Assistant-02/2012 – 08/2014
- DE LA SALLE PHILIPPINES -MANILA ▪ PHILIPPINES
Student Admin Assistant & Purchasing assistant
06/2008 – 03/2010
- BIOMEDIX HEALTH SOLUTIONS INC ▪ MANILA ▪ PHILIPPINES
Data encoder -02/2005 – 05/2007
- PRIME LABORATORY ▪ MANILA ▪ PHILIPPINES
Data Encoder 07/2004 – 02/2005