



CHARITY T. AMBATO

Executive Support Specialist | Executive Assistant

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PROFESSIONAL SUMMARY

Executive Support Specialist with 3+ years of experience providing high-level administrative support to senior leadership in government organizations. Experienced in executive calendar management, meeting coordination, executive correspondence, records management, procurement documentation, and stakeholder communication. Recognized for strong organizational skills, discretion, and the ability to manage multiple priorities while ensuring smooth executive operations.

CORE SKILLS

Executive Support • Calendar Management • Email Management • Executive Correspondence • Meeting Coordination • Minute Taking • Records Management • Document Preparation • Procurement Administration • Microsoft Office • Google Workspace • Canva • Zoom • Microsoft Teams • Trello (Basic) • Calendly (Basic)

PROFESSIONAL EXPERIENCE

Executive Support Specialist (Administrative Assistant III / Secretary II)

National Commission on Indigenous Peoples (NCIP) – Region IX
May 2023 – March 2026

- Supported the Regional Director by managing schedules, executive correspondence, meetings, and administrative priorities.
- Prepared memoranda, reports, endorsements, and confidential executive documents.
- Coordinated meetings, prepared agendas, recorded minutes, and tracked action items.
- Served as liaison with government agencies, stakeholders, and visitors.
- Managed records, document routing, and database organization.
- Served as Secretariat of the Bids and Awards Committee (BAC), preparing resolutions, purchase orders, Notices of Award, and procurement documentation.
- Maintained confidentiality while ensuring timely completion of executive and administrative tasks.

Project Coordinator

Philippine National Oil Company Exploration Corporation (PNOC EC)
September 2018 – March 2023

- Coordinated administrative documentation for the Free and Prior Informed Consent (FPIC) process.
- Organized meetings, prepared attendance records, and documented proceedings.
- Managed project documentation, reports, and filing systems.
- Coordinated with government agencies, local communities, and project stakeholders.
- Prepared documents for Commission En Banc deliberations.

EDUCATION

Professional Education Course (PEC) — Lucan Central Colleges

Bachelor of Arts in English (Language and Literature) — Mindanao State University

TECHNICAL TOOLS

Microsoft Word • Excel • PowerPoint • Outlook • Google Docs • Google Sheets • Google Calendar • Google Drive • Gmail • Zoom • Microsoft Teams • Canva • Slack (Basic) • Trello (Basic) •

ACHIEVEMENTS

- Provided executive support to the Regional Director of NCIP Region IX.
- Managed confidential executive communications and official records.
- Supported procurement documentation and BAC compliance.
- Coordinated meetings and administrative workflows across multiple government agencies.