



**Edward Joseph Pilariza**

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## **Objective**

To leverage my skills, experience, and passion for continuous learning in a dynamic and challenging work environment. My goal is to contribute meaningfully to the organization's success while seeking opportunities for personal and professional growth. I am committed to honing my expertise, embracing new challenges, and taking on greater responsibilities to further advance in my career.

## **Work Experience**

**Freelance at Foodpanda (Food Delivery Rider)**

**July to November 2025**

### **Duties:**

- Collect food and beverage orders from restaurants or food vendors. Ensure the order is complete, correct, and properly packaged before leaving.
- Deliver orders to customers within the estimated delivery time. Use the safest and most efficient routes for delivery.
- Communicate professionally and courteously with customers. Handle customer queries or issues with a positive attitude.

## **Job Order in Provincial Government of Tarlac**

### **Administrative Assistant**

**2024– 2025**

#### **Duties:**

- Manage day-to-day administrative tasks to ensure smooth office operations.
- Answer phones, respond to emails, and greet visitors or clients. Handle sensitive information responsibly and always maintain confidentiality.
- Draft, proofread, and format letters, reports, memos, and other documents.

## **JGM Finance Corporation Inc.**

### **Credit Investigator/Collection Specialist**

**2022- 2024**

#### **Duties:**

- Evaluate loan or credit applications by analysing applicant's financial history, income, assets, and liabilities.
- Check credit reports, bank statements, employment status, and references.
- Track overdue accounts and maintain records of payment histories. Call, email, or visit customers to remind or request payment.
- Negotiate payment plans that align with the customer's capacity.

## **EDUCATION**

Tarlac State University

2018 – 2022

- Bachelor of Science in Business Administration Major in Marketing Management

Central Luzon Doctor's Hospital – Educational Institutions (Senior Highschool)

2012 – 2018

- Accountancy, Business and Management (ABM)

**SKILLS**

- Analytical Skills
- Computer Literate
- Communication Skills
- Excellent Time Management abilities and always punctual organized, hardworking, and detail-oriented
- Able to follow directions and learn quickly

**CORE COMPETENCE**

- Computer proficient (M.S. WORD/EXCEL)
- Good Communication Skill
- Public relations oriented specially in customer handling and services.
- Open-minded, energetic, and able to work under time pressure.

I hereby acknowledge that the above information is true and correct to the best of my knowledge.

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