

**Public Policy
of the Government
Number 210/2021
Enacted on 12/12/2021
Level of Public Administration**

Objective:

Identify public administration in a local company related to administrative aspects

Necessary qualifications and skills:

I have experience in managing human resources. I have experience in handling various complex administrative aspects. I have excellent communication skills both verbal/written and I have extensive knowledge of various laws. I understand well various public administration systems at local/company. I anticipate the position where I can put my professional skills to practice in a long term job.

Competence skills:

Administrative Management, Human Resource Management, Human Resource, Public Administration, Public Administration

Working Experience:

Local Company Service Representative (2018-2021) / Agency, Marketing Area
2018 - present

Responsibilities:

- Manage various IT systems across staff
- Handle inquiries and questions from customers and provide support quickly
- Give information about services/products and provide descriptive reports
- Handle customer issues and problems
- Manage work schedule of customer service staff
- Responsible for emergency/shiftwork
- Update and update product information in company

Local Company Service (2016-2018) / Marketing, Public Policy
2016 - 2018

Responsibilities:

- Administer customer service
- Handle customer's problems in various services
- Manage customer's queries and issues
- Handle administrative responsibilities

Necessary education:

- Diploma of Public Administration, B. Administrative Management, New Jersey, 2011