<!DOCTYPE html>

<html lang="en">

<head>

<meta charset="UTF-8" />

<meta name="viewport" content="width=device-width, initial-scale=1.0"/>

<title>Behtamay A. Agbayani - Virtual Assistant Portfolio</title>

<style>

body {

font-family: Arial, sans-serif;

margin: 0;

color: #333;

line-height: 1.6;

background-color: #f9f9f9;

}

header, footer {

background-color: #004aad;

color: white;

text-align: center;

padding: 1.5em 1em;

}

.container {

max-width: 1000px;

margin: 2em auto;

background: white;

padding: 2em;

border-radius: 10px;

box-shadow: 0 0 20px rgba(0,0,0,0.1);

}

h1, h2, h3 {

color: #004aad;

}

section {

margin-bottom: 2em;

}

.contact p, .personal p {

margin: 0.3em 0;

}

.work-experience, .education {

border-left: 3px solid #004aad;

padding-left: 1em;

margin-bottom: 2em;

}

.role {

margin-bottom: 1em;

}

footer p {

margin: 0.5em 0;

}

@media (max-width: 600px) {

.container {

padding: 1em;

}

}

</style>

</head>

<body>

<header>

<h1>Behtamay A. Agbayani (Bea)</h1>

<p>Virtual Assistant | Administrative & IT Professional</p>

</header>

<div class="container">

<section class="contact">

<h2>Contact Information</h2>

<p>7360 Maligaya Parkland Subd., Caloocan City, Philippines</p>

<p>Email: <a href="mailto:agbayanibehtamay@gmail.com">agbayanibehtamay@gmail.com</a></p>

<p>Phone: 0962-929-4962 / 0967-497-8790</p>

</section>

<section class="objective">

<h2>Career Objective</h2>

<p>I am a highly motivated professional with several years of experience in administrative support and IT-related roles, including client coordination, events, and technical issue resolution. I am now seeking a full-time position—remote or on-site—where I can effectively manage administrative and IT operations, address employee and client concerns, and contribute to organizational efficiency and productivity.</p>

</section>

<section class="work-experience">

<h2>Work Experience</h2>

<div class="role">

<h3>Administrative/I.T Staff</h3>

<p><strong>Ayala Heights Association Inc., Quezon City</strong> | Feb 2024 - Mar 2025</p>

<p><em>Administrative Roles:</em></p>

<ul>

<li>Database Administrator: Maintain and update property owner database securely.</li>

<li>Communication: Handle calls and concerns from directors, residents, and service providers.</li>

<li>Administrative Support: Provide assistance and coordinate requests for repairs, maintenance, and complaints.</li>

<li>Facility Management: Manage reservations for village facilities, ensuring documentation and refunds.</li>

<li>Committee Support: Assist COMELEC and Proxy Committee logistics.</li>

<li>Property Owners Registration: Coordinate online and in-person event registrations.</li>

<li>Permit Processing: Process construction and renovation permits within guidelines.</li>

</ul>

<p><em>I.T Roles:</em></p>

<ul>

<li>ID Production: Print IDs for workers, employees, and residents.</li>

<li>IT Troubleshooting: Basic hardware and software issue resolution.</li>

<li>System Installation: Install and configure hardware, software, and network equipment.</li>

</ul>

<p><em>Additional: Management Assistant</em></p>

<ul>

<li>Executive Coordination: Manage executive schedules and meetings.</li>

<li>Document Preparation: Prepare reports, agendas, and memos.</li>

<li>Research & Reporting: Draft high-quality reports for upper management.</li>

<li>Event Planning: Organize company events and logistics.</li>

</ul>

</div>

<div class="role">

<h3>Head Admin</h3>

<p><strong>Mautigu Collection Services Corporation, Manila</strong> | Jun 2023 - Feb 2024</p>

<ul>

<li>Prepare financial reports and collection updates for banks.</li>

<li>Assist in sales planning and KPI reporting for leadership.</li>

<li>Lead and motivate the sales team to achieve performance targets.</li>

<li>Design strategic collection approaches to improve cash flow.</li>

</ul>

<p><em>Attendance Clerk:</em> Manage attendance records and prepare reports for payroll.</p>

</div>

<div class="role">

<h3>Sales Executive (Home-based)</h3>

<p><strong>Hydroliko Enterprises Inc., Quezon City</strong> | Jan 2022 - Mar 2023</p>

<ul>

<li>Identify and pursue new sales opportunities.</li>

<li>Conduct client meetings and product presentations.</li>

<li>Generate sales reports; lead negotiations and close deals.</li>

<li>Represent company at trade shows and exhibitions.</li>

</ul>

</div>

</section>

<section class="personal">

<h2>Personal Information</h2>

<p><strong>Date of Birth:</strong> July 18, 2001</p>

<p><strong>Gender:</strong> Female</p>

<p><strong>Civil Status:</strong> Single</p>

<p><strong>Religion:</strong> Iglesia Ni Cristo</p>

<p><strong>Language:</strong> Filipino & English</p>

</section>

<section class="education">

<h2>Educational Attainment</h2>

<p><strong>Nueva Ecija University of Science and Technology</strong></p>

<p>Bachelor of Science in Information Technology, Major in Database System Technology</p>

<p>SY 2019-2023</p>

</section>

</div>

<footer>

<p>Behtamay A. Agbayani | Virtual Assistant Portfolio</p>

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</footer>

</body>

</html>