<!DOCTYPE html>

<html lang="en">

<head>

<meta charset="UTF-8" />

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

<title>Apple Salvaloza-Gregorio | Portfolio</title>

<link href="https://fonts.googleapis.com/css2?family=Inter:wght@400;600&display=swap" rel="stylesheet">

<style>

body {

margin: 0;

font-family: 'Inter', sans-serif;

background: #f5f7fa;

color: #333;

}

header {

background: #004466;

color: #fff;

padding: 2rem;

text-align: center;

}

header h1 {

margin: 0;

font-size: 2rem;

}

header p {

margin: 0.5rem 0 0;

font-weight: 300;

}

.container {

max-width: 960px;

margin: auto;

padding: 2rem;

}

section {

margin-bottom: 2rem;

}

h2 {

color: #004466;

border-bottom: 2px solid #ccc;

padding-bottom: 0.3rem;

margin-bottom: 1rem;

}

.experience, .education, .contact {

background: #fff;

padding: 1rem 1.5rem;

border-radius: 8px;

box-shadow: 0 0 10px rgba(0,0,0,0.05);

}

.experience-item, .education-item {

margin-bottom: 1.5rem;

}

.experience-item h3,

.education-item h3 {

margin: 0;

font-size: 1.1rem;

color: #222;

}

.experience-item span,

.education-item span {

font-size: 0.9rem;

color: #666;

}

ul.skills-list, ul.languages-list {

list-style: none;

padding: 0;

display: flex;

flex-wrap: wrap;

gap: 0.5rem;

}

ul.skills-list li, ul.languages-list li {

background: #e0f0ff;

color: #004466;

padding: 0.5rem 0.75rem;

border-radius: 20px;

font-size: 0.9rem;

}

.contact p {

margin: 0.3rem 0;

}

footer {

text-align: center;

padding: 1rem;

background: #f0f0f0;

font-size: 0.9rem;

color: #666;

}

@media (max-width: 600px) {

header h1 {

font-size: 1.5rem;

}

}

</style>

</head>

<body>

<header>

<h1>Apple Salvaloza-Gregorio</h1>

<p>Admin Virtual Assistant | Client Service Associate | Customer Support</p>

</header>

<div class="container">

<section class="profile">

<h2>Profile</h2>

<p>I am a results-driven professional with a strong background in customer service, administrative support, and virtual assistance. With experience in the banking sector and online industries, I bring organization, adaptability, and excellent communication skills to every team I join.</p>

</section>

<section class="experience">

<h2>Work Experience</h2>

<div class="experience-item">

<h3>Virtual Assistant – Mentor X Corp.</h3>

<span>Feb 2017 – July 2024</span>

<p>Provided administrative and operational support for educational and coaching programs. Managed scheduling, handled client follow-ups, and maintained documentation.</p>

</div>

<div class="experience-item">

<h3>Client Service Associate – BDO Unibank Inc.</h3>

<span>Nov 2014 – Feb 2017</span>

<p>Handled customer transactions such as deposits, loan payments, and withdrawals. Delivered excellent customer service and promoted bank services.</p>

</div>

<div class="experience-item">

<h3>Stocks Replenishment Assistant – LTS Supermarkets Inc.</h3>

<span>May 2010 – April 2014</span>

<p>Assisted with inventory and replenishment. Supported admin tasks including data entry, filing, and event coordination.</p>

</div>

</section>

<section class="education">

<h2>Education</h2>

<div class="education-item">

<h3>BS in Business Administration (HR Development Management)</h3>

<span>Holy Cross of Davao College, Inc. – Aug 2024 – May 2025 (Expected)</span>

</div>

</section>

<section>

<h2>Skills</h2>

<ul class="skills-list">

<li>Administrative Support</li>

<li>Data Entry</li>

<li>Effective Communication</li>

<li>Customer Service</li>

<li>Time Management</li>

<li>Multitasking</li>

<li>Schedule Management</li>

<li>Team Collaboration</li>

<li>Critical Thinking</li>

</ul>

</section>

<section>

<h2>Languages</h2>

<ul class="languages-list">

<li>English (Fluent)</li>

<li>Filipino (Native)</li>

</ul>

</section>

<section class="contact">

<h2>Contact</h2>

<p><strong>Location:</strong> Davao City, Philippines</p>

<p><strong>Phone:</strong> +63 926 096 7611</p>

<p><strong>Email:</strong> applespencer07@gmail.com</p>

</section>

<section class="contact">

<h2>Reference</h2>

<p><strong>Lona Masocol</strong></p>

<p><strong>Phone:</strong> +63 995 021 2405</p>

<p><strong>Email:</strong> lonamscl@gmail.com</p>

</section>

</div>

<footer>

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</footer>

</body>

</html>