

LEVIE ANDREW CRUZ LAMEYRA

San Pedro, Laguna | +63 965 075 8053 | levielameyra@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and tech-savvy professional with experience in technical support, system setup, documentation, and remote coordination. Highly organized, reliable, and adaptable, with strong communication, research, and problem-solving skills. Seeking a Virtual Assistant or remote role to efficiently manage administrative tasks, support daily operations, and provide dependable technical assistance.

CORE SKILLS

• Administrative Support • Data Entry & Documentation • Email & Calendar Management • Online Research • Technical Support • Basic Networking • CCTV & Solar PV System Knowledge • MS Office • Google Workspace • Time Management • Customer Support

PROFESSIONAL EXPERIENCE

Technical Specialist – AccessGov Solutions Inc. (May 2024 – July 2025)

Provided technical and administrative support for multiple projects, including system documentation, remote coordination, troubleshooting assistance, and reporting. Conducted vendor research to evaluate products, pricing, and availability, supporting procurement decisions. Managed installation records, supported field operations, and ensured timely completion of assigned tasks.

Business Process Associate – AccessGov Solutions Inc. (July 2023 – May 2024)

Handled data processing, document management, quality checks, and administrative support. Maintained accurate records and assisted teams with workflow coordination and client-related tasks.

EDUCATION

Bachelor of Engineering Technology (Non-Destructive Testing)

Technological University of the Philippines – Taguig | 2023

CERTIFICATIONS & TRAINING

- Advance Solar PV Installation – Solarich Enterprises Corp. (2024)
- Cybersecurity Training – Iadale Learning Center (2024)
- ISO 9001:2015 & ISO 31000:2018 Trainings – Certification Partner Global (2023)
- Search Engine Optimization (SEO) Online Course – ProVA (2023)

LANGUAGES

Tagalog (Fluent) | English (Fluent)