

# DEIMER GUTIERREZ

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## Professional Summary

Organized Virtual Assistant dedicated to improving accuracy and efficiency by maintaining and developing administrative and procedural processes. Focused and communicative individual possessing superb data entry, time management and customer service skills. Offering [Number] years of experience providing quality administrative support to clients.

## Skills

Friendly, Positive Attitude

Teamwork and Collaboration

Customer Service

Problem-Solving

## Work History

Galgo Colombia - 0 yrs 11 mos

Virtual Assistant - Medellin (Remote)

07/2022 to 06/2023

- Facilitated smooth operations with proficient data entry and document management for various projects.
- Monitored emails, organized inbox, and prioritized messages for supervisor.

## Education

Software Assistant: Computer Software And Media Applications, 12/2022

Pascual Bravo - Medellin, Colombia

High School Diploma: 2022

Dinamarca