

Welcome
to my
Portfolio



Helping clients streamline task,
stay organized, and focus on
growing their businesses with
reliable virtual support.

With love,

Geraldine Lamparas

About Me

Hello, I'm Geraldine Lamparas, a detail-oriented and reliable Virtual Assistant with over three years of experience as an Assistant Restaurant Manager and hands-on experience in email management, administrative support, billing and expense processing, spreadsheet management, and customer service, helping business owners stay organized, manage daily operations smoothly, and deliver excellent client support.



Education background

**Bachelor of Science in Business
Administration
Major in Financial Management**

4-Year Bachelor's Degree



Virtual Assistant - Admin

(Part-time | July 2025-January 2026)

- Managed and organized client email inboxes
- Responded to customer and internal inquiries professionally
- Labeled, prioritized, and organized messages
- Coordinated follow-ups and tracked pending requests
- Maintained organized email records

Assistant Restaurant Manager / Admin Manager

(3+Years | June 2022-January 2026)

- Managed daily administrative and operational activities
- Handled store billings and expense processing
- Encoded and monitored expenses and operational data
- Prepared and maintained administrative and financial records
- Managed email communication and internal coordination
- Coordinated staff schedules and operational tasks
- Handled customer concerns and feedback for service improvement
- Prepared reports and documentation for management
- Ensured compliance with company policies and procedures

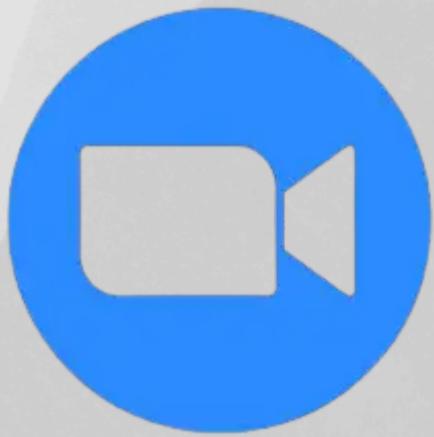
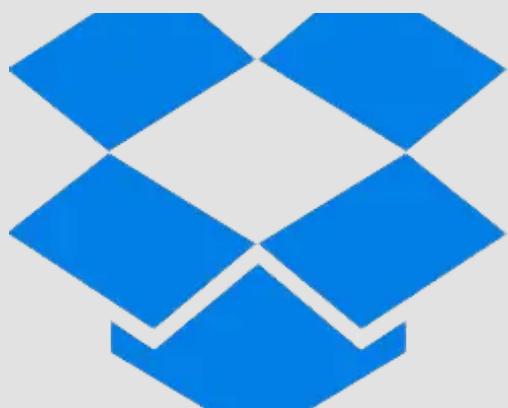
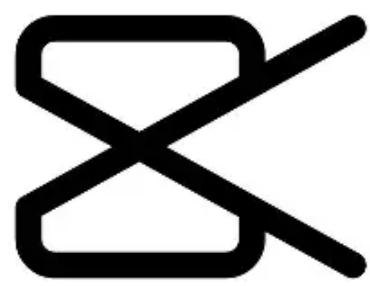


Skills

- Administrative and operations support
- Email management and inbox organization
- Data entry and record management
- Billing and expense processing
- Spreadsheet management (Excel, Google Sheets)

- Customer service and feedback handling
- Documentation and reporting
- Task coordination and follow-up
- Time management and attention to detail
- Ability to work independently in a remote setup

Apps & Tools





Why work with Me

I have a strong background in administrative and operations support, with proven experience in email management, professional communication, and customer service. I'm reliable, detail-oriented, and comfortable working independently in a remote setup, and I always follow through and ensure our

tasks are completed accurately and on time. I would be happy to support your business and help make your daily operations easier. I would be happy to support your business and help make your daily operations easier.



Geraldine Lamparas

Let's work
together!



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EMAIL ME TO GET STARTED AS YOUR
VIRTUAL ASSISTANT!

