Jayrico Orola

General Virtual Assistant

About Me

I am a versatile virtual assistant with expertise in recruitment, payroll management, and graphic editing. . Adept at managing cross-functional teams and collaborating with stakeholders to deliver exceptional results. Seeking to leverage my expertise to drive impactful results to your company

Expertise Skill

- People Management skills and the ability to work on a team
- Knowledgeable in managing process
- Word Processing Proficiency
- Computer Literate
- Self- Motivation & Discipline
- Data Entry
- Project Management

Work Experience

PAYROLL COORDINATOR
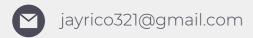
Copee LLC | JULY 2023 - December 2023

- Collecting and Verifying Time Data
- Running Payroll
- Time card keeping
- Calculating Wages and Deductions
- Maintaining Payroll Records
- Utilized Paycom and making payroll report
- Adding and removing benefits and garnishments
- validating payroll Through ADP
- Checking Club Ready Session

Expertise Skill

- Graphic design
- Content Marketing
- Video editing
- Accuracy and attention to detail
- Professional approach to time, costs and deadlines
- Creativity and Innovation
- Utilize Adobe Photoshop and Canva for editing

Contact Me

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Work Experience

TEAM SUPERVISOR/PAYROLL MANAGER

US MEDICAL LAB | JANUARY 2021 - JULY 2023

- Manage Payroll Team
- Conducting Team meeting for strategic and work plans.
- Coordinating team activities, assigning tasks, and ensuring efficient collaboration among team members.
- Providing support and encouragement to team members.
- Assigned for Graphic Design
- Manage Google Sheet for Payroll Purposes.
- Phone Support using Google Voice
- Email Management using Google Workspace
- WhatsApp Support for Account Executive Management
- Insurance Verification and fixing patient's balance and disputes.

Data Entry Specialist

All is Well | August 2021 -
November 2021

- Typing in data provided
  directly by management
- Reviewing data for
  deficiencies and errors
- Verifying data from
  spreadsheets to LinkedIn
- and company websites
- Complying with data integrity
  and security policies