



PATRICK CAGADAS FABON

A highly organized and detail-oriented individual with strong time management, and problem-solving skills, seeking a Virtual Assistant position. Eager to apply my proficiency in administrative tasks, customer service, and digital tools to support clients efficiently in a virtual environment.

Brgy. Matapay Hilongos, Leyte

| 09557180639

| patfabon@gmail.com

SKILLS

- **Time Management:** Skilled in prioritizing tasks and meeting deadlines in a fast-paced environment.
- **Tech Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Calendar), and video conferencing tools (Zoom, Google Meet).
- **Data Entry:** Accurate and efficient in managing data input and maintaining data integrity.
- **Problem-Solving:** Able to think critically and find efficient solutions to issues as they arise.

Experience

Job Order

LGU Hilongos | June 2023 – Present

- Sorting and organizing files, spreadsheets, and reports.
- Interact with customer.
- Analyzed problems and worked with teams to develop solutions.
- Compiling data, updating spreadsheets, and producing timely reports.
- Gathering, organizing and inputting information into digital database.
- Encoding of reports and collections and deposit

Chika-an Waiter

Hilongos Leyte | 2 weeks

- Serve food to customer
- Interact with customer
- Cook food
- Wash dishes

Education

Southern Leyte State University
Bachelor of Science and Information Technology
2023-2024

Certification

- MAPA – Bulig 2022 Mapathon Certificate of Participation

REFERENCE

Dr. Alex C. Bacalla – 09175746911 | 09998229000
Mrs Maria Luz Reuma – 09102685522