



PATRICK C. FABON

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SUMMARY

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. Adept at handling multiple tasks with accuracy and efficiency, maintaining confidentiality, and ensuring seamless daily operations. Passionate about providing top-notch assistance, optimizing workflows, and delivering exceptional service to meet client needs.

WORK EXPERIENCE

Utility Worker

Jun 2023 - Present

- Ensuring accuracy and completeness of encoded information.
- Updating and maintaining records in spreadsheets, databases, or specialized government systems.
- Reviewing and editing encoded data to ensure accuracy.
- Coordinating with other departments for data collection and verification.
- Performing additional tasks assigned by supervisors or managers.

Immersion | Chika-an Restaurant

2 weeks

Front of House (FOH) - Customer Service

- Learn proper table setting and food presentation
- Handle guest concerns and inquiries
- Observe and assist with greeting and seating guests
- Practice upselling and menu recommendations

Back of House (BOH) - Kitchen Operations

- Assist in food preparation (cutting, plating, etc.)
- Maintain kitchen cleanliness and hygiene.
- Observe food safety and storage procedures
- Assist in dishwashing and waste disposal

EDUCATION

Bachelor of Science in Information Technology

2019 - 2023

Southern Leyte State University

- Major in Programming
- Capston on "Research and Innovation Monitoring and EvaluationSystem".
- CHED Scholar

Certification

University of the Philippines

- MAPA – Bulig 2022 MapathonCertificate of Participation

ADDITIONAL INFORMATION

- **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Calendar),
- **Time Management:** Skilled in prioritizing tasks and meeting deadlines in a fastpaced environment.
- **Data Entry:** Accurate and efficient in managing data input and maintaining data integrity.

REFERENCE

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