

CESAR SAN DIEGO

All-Around Virtual Assistant (Admin & Operations Support)

-  Email: cesar.sandiego.va@gmail.com
-  WhatsApp: +63 9952114878
-  Portfolio: <https://cesarsandiego.github.io/>
-  Philippines | Available immediately



PROFESSIONAL OVERVIEW

I am a reliable and detail-oriented Virtual Assistant with hands-on practice in administrative support, data entry, lead generation, online research, and email handling. I work independently, follow instructions accurately, and deliver clean, well-organized results on time. I am committed to long-term work and continuous improvement.

SERVICES I CAN PROVIDE

- Data entry and spreadsheet management
- Lead generation (email and contact research)
- Email handling and customer support
- Online research and information gathering
- File organization and document management
- Basic task tracking and reporting

TOOLS & SOFTWARE

- Google Sheets & Google Docs
- Gmail
- Microsoft Excel
- Trello / Notion
- Canva (basic design support)

PRACTICE EXPERIENCE / SAMPLE WORK

(Practice-based experience using mock data to demonstrate real VA workflows and work quality)

- Created organized spreadsheets for data entry and tracking tasks
- Generated lead lists with company details, websites, emails, and LinkedIn profiles
- Drafted professional email replies for customer inquiries and follow-ups
- Conducted online research and summarized findings clearly
- Organized files and folders using Google Drive

 **View complete sample portfolio:**

 <https://cesarsandiego.github.io/>

WORK ETHIC & STRENGTHS

- Detail-oriented and highly organized
 - Able to follow instructions with minimal supervision
 - Honest, reliable, and professional
 - Fast learner and adaptable to new tools
 - Strong commitment to deadlines and quality
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AVAILABILITY & WORK SETUP

- Available up to **8 hours per day**
- Stable internet connection
- Quiet work environment
- Ready to start immediately
- Open to paid trial or long-term work