

# CESAR SAN DIEGO

All-Around Virtual Assistant (Admin & Operations Support)

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WhatsApp: +63 9952114878

Portfolio: <https://cesarsandiego-va45ee.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