

CESAR SAN DIEGO

Aspiring Virtual Assistant

 cesar.sandiego.va@gmail.com

 Philippines

 Available: 8 hours/day



PROFESSIONAL SUMMARY

CORE SKILLS

- Data Entry
- Lead Generation (Business Leads)
- Online / Web Research
- Email Handling & Customer Support
- Spreadsheet Management (Google Sheets, Excel)
- Document Formatting (Google Docs, Word)
- Attention to Detail
- Time Management

TOOLS & SOFTWARE

- Google Sheets
- Google Docs
- Microsoft Excel
- Microsoft Word
- Gmail
- Google Drive

PRACTICAL EXPERIENCE (SKILL-BASED)

Virtual Assistant – Practice Tasks

- Entered and organized business contact data into spreadsheets
- Generated business leads including emails, phone numbers, websites, and locations
- Conducted online research on tools and platforms and summarized findings clearly
- Handled customer support emails such as password resets, order follow-ups, and subscription cancellations
- Maintained clean, well-structured files for client use

AVAILABILITY

- 8 hours per day
- Can start immediately