

CESAR SAN DIEGO

Aspiring Virtual Assistant

 cesar.sandiego.va@gmail.com

 Philippines

 Available: 6 hours/day

PROFESSIONAL SUMMARY

Detail-oriented and reliable aspiring Virtual Assistant with hands-on practice in data entry, lead generation, online research, and email handling. Highly organized, trainable, and capable of following instructions accurately. Committed to delivering high-quality administrative support to help businesses stay organized and efficient.

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
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TOOLS & SOFTWARE

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

PORTFOLIO

Available upon request
(Data Entry & Lead Generation, Online Research, Email Handling samples)

AVAILABILITY

- 6 hours per day
- Can start immediately