



EVELYN GUBATON

Aspiring Virtual Assistant | Data Entry • Customer Service • Social Media Support

■ Prk. Dahlia, Brgy. Abuanan, Bago City, Negros Occidental, Philippines

■ antonarespawpaw@gmail.com

Objective

Motivated and detail-oriented aspiring Virtual Assistant with strong skills in data entry, customer service, retyping, and social media management. Eager to help businesses and entrepreneurs stay organized and productive through reliable support, clear communication, and a positive attitude. Open to full-time, part-time, or project-based roles.

Skills

- Data Entry & Typing Accuracy
- Customer Service & Email Handling
- Social Media Posting & Engagement
- Google Workspace (Docs, Sheets, Drive)
- Microsoft Office (Word, Excel, PowerPoint)
- Basic Canva Design
- Online Research & File Organization

Educational Background

La Consolacion College Bacolod City

College Level

i-Tech Computer Education Bago City Inc.

Senior High School

Ramon Torres Dulao National High School

Junior High School

Abuanan Elementary School

Elementary Level

Personal Qualities

- Reliable, fast learner, and adaptable
- Strong communication and teamwork skills
- Keen attention to detail
- Can work with minimal supervision