



JOY RUSSEL S. MANALANSAN

virtual Assistant

A highly motivated and committed in to providing top-notch assistance, prioritize tasks, and ensure seamless communication. With professionalism, resilience, and strong interpersonal skills, contributing to client success.

Contact

Viber/Whats app

+63 991 672 5504

Email

manalansanjoy04@gmail.com

Address

Caloocan City Metro Manila NCR
Philippines

Education

Bachelor of Tourism

STI College – San Jose Del Monte Bulacan 2020–2025

Senior High School

South East Asia Institute of trade and technology 2018–2020

Junior High School

Amparo High School 2014–2018

Skills

- Basic Computer Literacy
- Time Management
- Customer Service
- Multitasking
- Operations Management
- Airbnb
- Real Estate Transactions

Language

- English
- Tagalog

Professional Experience

2025
–
PRESENT

Data Ticketing Entry – Part Time

Work from home remote job – September up to present

- Accurately entered and processed ticketing data into internal systems, ensuring timely updates and error-free records.
- Performed high-volume data ticketing entry with strong attention to detail, maintaining organized records and supporting smooth operational workflows.
- Supported ticketing operations by entering, reviewing, and validating data to assist in efficient customer service and event coordination.

2022
–
2025

Short-Term & Long-Term Rentals – Handler

Airbnb Host – Real estate handler

- Managed short-term and long-term rental properties, handling guest communication, bookings, check-ins, and overall property readiness.
- Oversaw day-to-day operations of staycation/Airbnb units, including scheduling, maintenance coordination, pricing updates, and occupancy management. Delivered excellent guest experience.
- Answering inquiries in different platforms & handles social media accounts. Resolving issues and maintaining high property ratings across rental platforms.
- Handled end-to-end rental processes—listing optimization, calendar management, cleaning coordination, and revenue tracking—to maximize occupancy and profitability.

2020
–
2022

Milk Tea Barista

King and Queen Tea

- Prepared a variety of milk tea beverages with consistency and quality while maintaining a clean and organized workstation.
- Provided friendly and efficient customer service, taking orders accurately and ensuring a positive experience for guests.
- Handled high-volume orders during peak hours, demonstrating efficiency, multitasking skills, and attention to detail.

References

Restie Dayrit

Art Director
Business@Dayright.Biz

Michelle Domingo

General Manager
topaircabincrewtrainingcenter@gmail.com