

HYACINTH MARIE ARDIMER

V I R T U A L A S S I S T A N T

CONTACT



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Consolacion 6001, Cebu, PH

ABOUT ME

Experienced virtual assistant with diverse skills in executive support, customer service, data entry, and multimedia editing. Studying IT, proficient in technical tools, passionate about remote work, and committed to team success.

EDUCATION

Bachelor of Science in Information Technology

Cebu Technological University -
Consolacion Campus

UNDERGRADUATE

2023-2027

EXPERIENCE

Executive Virtual Assistant

tchoifinancials.com

- Financial Analyst
- Data Analyst
- Chat and E-Mail Support
- CRM
- and more

SKILLS

- Analytical Thinking
- Good Customer Service
- Data Encoding
- Chat and E-Mail Support
- Graphic Design
- Google Workspace and MS 365

LANGUAGE

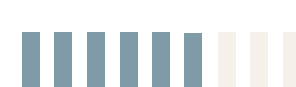
English



Tagalog



Bisaya



REFERENCE

Timothy Choi

CEO | Employer

(408) 823-8090