



KATHLEEN FAYE F. SUAREZ

CONTACT

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[in](#) [LinkedIn Profile](#)

[Link to my Portfolio](#)

EDUCATION

**Southwestern Institute of Business
and Technology, Inc.**

Bachelor of Science in Information
Technology
2024-2025

SKILLS

- Proactive
- Data Entry
- Email Management
- Lead Research
- Time Management
- Project Management
- Basic Accounting
- Adaptability and Reliability
- Organizational Skill
- Problem Solving
- CRM Platforms
- Basic Programming using
- HTML, CSS, PHP

LANGUAGE

English

Filipino - Tagalog

ABOUT ME

Tech-savvy Virtual Assistant who is quick to learn, adaptable, and skilled in email management, data entry, appointment scheduling, project management and proficient in using CRM systems. Reliable, , organize, resourceful, detail-oriented, and eager to grow in a fast-paced, dynamic work environment. Can work independently with minimal supervision.

EXPERIENCE

- | | |
|--|-------------|
| Administrative Assistant- Supply Office
Southwestern Institute of Business and Technology, Inc. | 2021-2023 |
| <ul style="list-style-type: none">• Managed Email Handling, Calendar Management, Project Management, Inventories, Appointment Setting, and Basic Computer System Troubleshooting. | |
| Library Services Assistant
Southwestern Institute of Business and Technology, Inc. | 2023 - 2025 |
| <ul style="list-style-type: none">• Managed Book Inventories, Data Entry, and Calendar Management. | |
| On the Job Trainee (General Ledger Tasks Department)
All Transport Network, Inc. | 2024- 2025 |
| <ul style="list-style-type: none">• Managed Financial Transactions, Data Entry, Email Handling, Calendar Management, Maintained financial data and documentation, Database Encoding, Invoicing, and Preparing Journal Entries. | |

TOOLS & PLATFORMS

- Microsoft 365 Office
- Google Workspace
- Canva
- Slack & Zoom
- Trello, Asana & Notion
- Zoho, Zendesk & Hubspot
- XAMPP Control Panel
- Troubleshooting & Networking
- GitHub

REFERENCES

Gerardo H. Miciano Jr.
Program Coordinator
Phone: 09912156098
Email : irard.miciano@gmail.com

Mely B. Roxas
Accounting Coordinator II (OJT Supervisor)
Phone: 09285241210
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Jennifer G. Manrique
Admin Staff
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