



KATHLEEN SUAREZ

CONTACT

✉ kathleenfayefernandez@gmail.com

[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
- Basic Bookkeeping
- Adaptability and Reliability
- Organizational Skill
- Problem Solving
- CRM Platforms
- Troubleshooting & Networking
- 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, bookkeeping, accounting, and proficient in using CRM systems. Reliable, organized, resourceful, detail-oriented, and eager to grow in a fast-paced, dynamic work environment. Can work independently with minimal supervision.

EXPERIENCE

Executive Assistant

01/10/2019 - 10/30/2019

Client: Gerardo H. Miciano Jr.

- Inbox & Calendar Management, Project Management, Travel & Event Planning, Appointment Setting, and File Organization

Administrative Assistant- Supply Office

10/15/2021 - 08/04/2023

Southwestern Institute of Business and Technology, Inc.

- Managed Email Handling, Calendar Management, Project Management, Inventories, Appointment Setting, and Basic Computer System Troubleshooting.

Library Services Assistant

08/07/2023 - 05/16/2025

Southwestern Institute of Business and Technology, Inc.

- Managed Book Inventories, Data Entry, and Calendar Management.

On the Job Trainee (General Ledger Tasks Department)

11/25/2024 - 03/31/2025

All Transport Network, Inc.

- Managed Financial Transactions, Data Entry, Email Handling, Calendar Management, Maintained financial data and documentation, Database Encoding, Invoicing, Bookkeeping, Accounting and Preparing Journal Entries.

TOOLS & PLATFORMS

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

REFERENCES

Mely B. Roxas

Accounting Coordinator II (OJT Supervisor)

Phone: 09285241210

Email: roxas.mely@atn.com.ph

Gerardo H. Miciano Jr.

Client- Freelance/Contract Basis

Phone: 09912156098

Email: irard.miciano@gmail.com

Jennifer G. Manrique

Admin Staff

Phone: 09487296141

Email: jennifermanrique268@gmail.com