



JEANNETH SARDIDO

GENERAL VIRTUAL ASSISTANT

PROFILE

I am a dedicated and detail-oriented **General Virtual Assistant** with strong organizational and multitasking skills. I provide remote administrative and operational support to help businesses run efficiently. Skilled in handling emails, scheduling, data entry, file management, and customer communication, I ensure tasks are completed accurately and on time. I am also familiar with using productivity tools, social media platforms, and office applications. With excellent communication and time-management skills, I aim to contribute to the company's success by delivering reliable, high-quality virtual assistance.

CONTACT

PHONE:
951-315-2641

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Sardidojeanneth14@gmail.com

EDUCATION

Caraga State University – Cabadbaran Campus

2025 - Present

Bachelor of Science in Information Technology – Data Analyst, Web Designer, Web Developer, Cybersecurity

Cabadbaran City National High School

2023 - 2025

General Academic Strand – Communication

WORK EXPERIENCE

Sales Associate

2011 – 2012

Assisting Customers:

- Welcoming customers and helping them find the products they need
- Explaining product features, prices, and promotions
- Answering customer questions and addressing concerns politely

Filing Clerk

2019 – 2023

Organizing and Filing Documents:

- Sort, label, and file documents in alphabetical, numerical, or chronological order
- Maintain both physical and digital filing systems
- Ensure files are correctly placed and easy to locate

Record Management:

- Update and maintain company records and databases
- Remove outdated or unnecessary files following company policy
- Ensure confidentiality and data security of all records

SKILLS

- Communication Skills
- Time Management
- Microsoft
- Excel
- Canva
- PowerPoint Presentation
- AI Tools
- Calendar Management