

KATHLEEN ATIENZA

Virtual Assistant

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Dear Hiring Manager,

I believe that I am fit for the position. I can edit the word file and save it as a pdf since I have the resources to do the job description. I have also an experience of using the Efax so it will be easier for me to do the job.

I have an experienced of being a Data Entry Clerk for months that includes task of gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients. This experience allows me to be independent and always stick on deadlines as I have to work faster because all of the information are needed to be sent on the other departments quickly.

Aside from that, I have also have an experience of being a Project Manager for my internship that allows me to always contacts my team members and notify them about project details and daily updates. I compile them and creates a report to be sent to our handler or trainer. I am currently based in the Philippines.

I am highly committed to put my time and effort learn on anything. Aside from my profile, here's my updated resume:

<https://www.dropbox.com/s/10mk1bluou0gbw0/My%20Resume.pdf?dl=0>

Looking forward to hearing from you.

Sincerely yours,

Kathleen Atienza