



Friddie Patcho

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PROFESSIONAL SUMMARY

Dedicated and adaptable Virtual Assistant with a strong commitment to full-time, flexible, and unwavering support. Proven ability to thrive in challenging environments, maintaining exceptional productivity and efficiency. Ready to tackle any task, ensuring seamless operations even during demanding periods.

EDUCATION

Bachelor of Science in Information Technology
Sibugay Technical Institute Incorporated
2022 - 2023

High School Diploma
Fortune High School
2011 - 2015

Elementary School Diploma
Fortune Elementary School
2004 - 2010

WORK EXPERIENCE

Globe Telecom
Sales Agent
March 2021 - April 2022

SKILLS

- Skill Inventory List
- Canva Editor
- Taking Minutes of the Meeting
- Email Management
- Gmail Label and Filter Messages
- Travel Management
- Project Management
- G-Suite (DRIVE, DOCS, SHEETS, FORMS)
- Calendar Management
- Send files using Dropbox
- Google Workspace
- Wordpress
- Domain and Hosting Account
- Website Design
- Social Media Manage
- Video Editing
- Graphic Designer

CERTIFICATE

- General Virtual Assistant Course
- Social Media Management Course
- Virtual Executive Assistant Course
- Basic Wordpress Course