

Leobe Tuyogon

CONTACT

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OBJECTIVE

Highly organized and dependable professional with experience in administrative support and inventory control, skilled in maintaining accurate records and managing stock. Proficient in data entry, document preparation, and handling confidential information with discretion. Eager to transition these strengths into a Virtual Assistant role to provide reliable administrative support, accurate data management, and efficient operations assistance. Committed to delivering detail-oriented service and helping businesses stay organized and productive.

PROFESSIONAL EXPERIENCE

Vault Keeper & Stock Custodian

Villarica Pawnshop, Inc. – Quezon City | 2023-2025

- Safeguarded and organized sensitive assets, controlling access to the vault and preventing loss or theft.
- Maintain accurate inventory records and conduct regular physical counts to ensure stock levels match system data.
- Implemented efficient filing and labeling systems for quick retrieval and easy monitoring of supplies.
- Followed strict security and safety protocols, demonstrating reliability and attention to detail.

Office Staff

Power Home Corporation – Bulacan | 2022-2023

- Handled daily administrative tasks, including preparing and organizing documents, correspondence, and reports.
- Managed data entry and record-keeping, ensuring accurate and up-to-date information in both digital and physical files.
- Responded to phone calls and emails, providing information and routing messages to the right person.
- Assisted in scheduling meetings and maintaining efficient calendars for the team.

Customer Service & Cable Technician Assistant (Work Immersion)

San Miguel Cable Network – Bohol

- Assisted customers/subscribers in processing bill payments.
- Provided courteous support and answered customer inquiries.
- Assisted in setting up and maintaining cable lines and related equipment.
- Organized tools and materials, ensuring smooth field operations.

EDUCATION

Bachelor of Science in Computer Science

Bohol Island State University – Candijay Campus | 2018-2022