

LYNETTE JANE BOJOCAN

VIRTUAL ASSISTANT

PERSONAL PROFILE

Detail-oriented, organized and meticulous employee. Works at fast pace to meet tight deadlines. Enthusiastic team player ready to contribute to company success.

WORK EXPERIENCE

Web Designer | Freelance *Onlinejobs.ph*

- Promoted brand identity by creating company logos and delivering attractive, user-friendly and unique website.
- Enhanced functionality and appearance of website and repaired functionality issues.
- Designed highly engaging interactive user interfaces that complied with modern web standards.
- Determined coding requirements for specialized scripts.
- Designed user interface to meet client specifications

Virtual Assistant | May 2022 - June 2023 *Remote Based | Costa Mesa, California*

- Monitored emails, organized inbox, and prioritized messages for supervisor.
- Completed business correspondence, transcription, and data entry.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities, and communicate instructions.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.

Bookkeeper | December 2020 - May 2022 *Tubig Please Water Refilling Station | Llorente E. Samar*

- Completed payroll for employees and maintained detailed records of procedures.
- Reported financial data and updated financial records in ledgers and journals.
- Posted daily receipts and payments in accordance with corporate protocols.
- Completed tax forms in compliance with legal regulations.

Customer Service Representative | March-September 2018

The Results Companies | Lapu-lapu City

- Responded to customer requests for products, services, and company information.
- Offered advice and assistance to customers, paying attention to special needs or wants.
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.




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TECHNICAL PROFILE

- Microsoft Office Tools
- Google Docs
- Asana
- Google Drive
- Canva
- Zoom

COMPETENCIES

- Web Design
- HTML5
- CSS3
- Bootstrap
- Javascript
- Social Media Marketing
- Video Editing
- Visual Studio Proficiency
- Direct Email Campaigns
- Data Entry

EDUCATIONAL HISTORY

Saint Paul School of Professional Studies | Campetic, Palo, Leyte
Bachelor of Science in Commerce
Major in Business Management
Class of 2016