

Aillen F Peñero

Freelance (Self-employed) Office Administrative Assistant (OAA)

✉ aillenpenero@gmail.com

📍 Pagbilao, Quezon, Province, Philippines



OBJECTIVE

To join an organization where I can utilize my skills as an Office Administrative Assistant to provide efficient administrative support and contribute to the success of the team.

EDUCATION

Bachelor of Elementary Education

Southern Luzon State University, Lucban, Quezon Province

SY 2006-2010

PROFESSIONAL LICENSURE

Professional Teacher License

WORK EXPERIENCE

Office Administrative Assistant (Self-employed) - 11 years

- Highly organized and adaptable with a proven track record of providing basic administrative support to businesses and professionals.
- Proficient in a range of basic tasks including email management, scheduling, data entry, internet research, and social media management.
- Possess adequate communication skills and the ability to prioritize tasks effectively to ensure optimal productivity.
- Dedicated to delivering quality results and eager to learn and improve.

General Virtual Assistant (GVA) - Beginner

- Gaining experience in providing administrative support remotely to various clients.
- Familiar with managing emails, scheduling appointments, and organizing files.
- Committed to developing strong attention to detail and improving multitasking abilities.
- Eager to deliver accurate and timely assistance while learning new skills to enhance business operations.

Remote Administrative Assistant (RAA) - Beginner

- Currently developing skills in providing remote administrative support.
- Learning to manage emails, schedule appointments, and handle basic customer inquiries.
- Striving to build strong attention to detail and multitasking capabilities in a fast-paced virtual environment.
- Dedicated to learning and delivering timely administrative assistance to support organizational goals.

TRAININGS/SEMINARS

- Basic Virtual Assistant Training Program - Online Course (2020)
- Introduction to Administrative Support Skills Workshop - Local Training Center (2018)
- Basic Time Management and Productivity Techniques Seminar - Watched Online (2016)
- Fundamentals of Office Administration - Watched Online (2021)
- Essentials of Effective Communication - Watched Online (2019)

SKILLS

- Adequate interpersonal and communication skills utilized in facilitating communication and interaction between various stakeholders.
- Ability to build effective working relationships with colleagues, clients, and stakeholders.
- Demonstrated responsibility, assertiveness, and integrity in managing tasks and responsibilities effectively.
- Proficient in multitasking to meet objectives and handle diverse responsibilities.
- Basic Copywriting skills for creating engaging content.
- Basic understanding of Digital Marketing principles for online promotion and outreach.
- Familiarity with basic tasks of a Virtual Assistant, including:
 - Email management
 - Scheduling appointments
 - Data entry
 - Internet research
 - Social media management
 - Basic customer inquiries handling
 - File organization

CAREER SUMMARY

Dedicated professional with extensive experience as an Office Administrative Assistant, providing essential support to businesses and professionals. Proficient in basic administrative tasks such as email management, scheduling, and data entry. Committed to delivering high-quality results and exceeding expectations in every task undertaken.

Continuously expanding skills and knowledge in the realm of online job-related tasks, including virtual assistance, digital marketing, and basic copywriting. Embracing opportunities for growth and development in the rapidly evolving landscape of remote work. Striving to enhance productivity and efficiency through ongoing learning and adaptation to new technologies and methodologies.