

Contact

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Poblacion, Banaybanay, Davao Oriental

Education

● Bachelor of Science in Accounting Technology

Ateneo de Davao University
2015-2019
Jacinto St., Davao City

Skills

Organized	● ● ●
Communication	● ● ●
Detail-oriented	● ● ●
Meeting deadlines	● ● ●
Admin Support	● ● ●

Experience

● Virtual Executive Assistant

Outsourced Doers Jan 2021 - Nov 2023

- Manage and maintain the executive's schedule by planning and scheduling meetings, conferences, teleconferences, and travel arrangements.
- Assist in project management, tracking deadlines, and ensuring tasks are completed on time.
- Provide administrative support such as filing, organizing documents, and maintaining office supplies.

● Virtual Admin Assistant

Virtual Spotter Sept 2022 - Jan 2023

- Sort and prioritize incoming emails, respond to routine inquiries, and forwarding important messages to the relevant departments or individuals.
- Generate and maintain records of orders, invoices, and shipping documents.
- Assist in administrative tasks, such as data entry, filing, and maintaining databases related to orders, customers, and inventory.

● Customer Service Representative

Concentrix Oct 2019 - Oct 2020

- Provide exceptional service by assisting customers with product inquiries, purchases, returns, exchanges, and any issues they encounter.
- Address and resolve customer complaints or concerns in a professional and timely manner. Use problem-solving skills to find suitable solutions.
- Follow company policies and procedures regarding customer interactions, refunds, exchanges, and any other