

CHINIE CAYANAN

Virtual Assistant

 09239542879

 Cebu City, Philippines

 chinie0301@gmail.com

EDUCATION

2019 - Current

**Cebu Institute Technology -
University**
Bachelor of Science in
Information Technology

2016 - 2019

**Don Sergio Osmeña Sr.
Memorial National High School**
General Academic Strand

2007 - 2012

Labangon Elementary School

REFERENCE

Erenz Patalinghug

Call Center Representative
Optum Global Advantage -
Filinvest
erenz.patalinghug@optum.com



Highly organized and detail-oriented virtual assistant with strong communication and problem-solving skills. Proficient in utilizing technology and online tools to streamline processes and increase productivity. A proactive team player dedicated to delivering exceptional service and exceeding client expectations.

SKILLS

Photography	<div><div></div></div>
Word Processing	<div><div></div></div>
Photo Editing	<div><div></div></div>
Video Editing	<div><div></div></div>
Online Research	<div><div></div></div>
MS Office Tools	<div><div></div></div>
Transcribing	<div><div></div></div>
Web Designing	<div><div></div></div>
Communication	<div><div></div></div>

SOFTWARE

MS Office Tools	Figma
Adobe Photoshop	Canva
Google Drive	Word Press