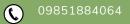


JADE APLICADOR VIRTUAL ASSISTANT







Profile

Passion-driven and professionally committed for an excellent service. Willing to serve wholeheartedly leaving the recipient with a smile and assurance of hopes

SKILLS

MS office, canva,excel spreadsheets & Business suites

Data Analysis

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Office Administration

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Leadership

WORK EXPERIENCE

OFFICE CLERK FINANCE DEPARTMENT THE CHURCH OF JESUS CHRIST OF LATTER-DAYS SAINTS

February 2022-Present

- Account receivable
- Reconcile expenses
- Report data & audit

Event Coordinator Jan 2023- Nov 2023

The Church of Jesus Christ of latter-days saints

- Event Management
- Email Correspondence
- Data Organization & Checklist Creation
- Follow-Up Procedures
- Travel Itinerary Coordination

COOPERATIVE AUDITOR/CLERK Agay-ayan Multi purpose Cooperative July 2019- March 2020

- Audit all the expenses.
- Reconciling customer accounts
- Invoice and Expense Reconciliation
- Lookup functions
- Pivot tables

EXECUTIVE ASSISTANT

The Church of Jesus Christ of latter-days saints Dec.2020-Dec. 2022

- Logistics; Travel & Accommodation's
- Organize and secure office data/ Administrative tasks
- Make monthly calendar; Schedule interviews ,events, and meetings.
- Data Analysis, establish work rules and regulations
- Process Applications
- Graphic design

EDUCATION

Gingoog City Comprehensive National High School 2017-2020

Computer System servicing

PATHWAY CONNECT

Bringham young university 2022

Administrative assistant

CERTIFICATES & ACHIEVEMENTS

- -Project Coordinator: Certificate holder
- -Pathway Connect: Certificate holder
- -Junior High School: with honors (2016-2017)
- -Oratorical Contest: 2nd Placer (2016=2017)
- -Senior High School: with Honors (2017-2020)
- -Computer System servicing: NC2 Holder

LANGUAGES

- -Tagalog (Full professional proficiency)
- -English (Full professional proficiency)
- -Cebuano (Full professional proficiency)

INTERESTS

- -Organizational structure
- Virtual Assistant
- -Explore new things