




# JADE APLICADOR

VIRTUAL ASSISTANT

 Agay-ayan Gingoog city

 jadeaplicador22@gmail.com

 09851884064

## 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



Office Administration



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

Brigham 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