

# GALIZA, JAIME III V.

VIRTUAL ASSISTANT



## ABOUT ME

Dedicated and detail-oriented Virtual Assistant with 5 months of hands-on experience providing remote administrative and online support services. Skilled in managing emails, organizing schedules, data entry, online research, and assisting with digital tasks. Highly organized, tech-savvy, and committed to delivering efficient and accurate work in a fast-paced virtual environment.

## EDUCATION

### HIGH SCHOOL (2018-2022)

*Graduated*

### SENIOR HIGH SCHOOL (2022-2024)

*Graduated (with honor)*

### COLLEGE (2024-2026)

*Bachelor Science in nursing*

## CONTACT

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 112 A. Luna st. San Juan City  
PHILIPPINES

## WORK EXPERIENCES

### 2025 RESTAURANT CREW

*BAKIT SHRIMP BY: MJRC*

- DISHWASHER
- ASSISTANT COOK
- WAITER

### 2026 VIRTUAL ASSISTANT

*MIRACLE TRAINING AND*

*ASSESSMENT CENTER INC*

- Serve as a PowerPoint Editor and Data Encoder, ensuring professional document formatting and presentation design.
- Perform accurate data entry and maintain organized digital filing systems.
- Utilize Microsoft Office and Google Workspace to create, manage, and organize documents efficiently.
- Design basic marketing and presentation materials using Canva.
- Support daily administrative operations to improve workflow efficiency.

## TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint
- Google Docs, Sheets, Drive, Gmail
- Canva (Basic Graphic Design) - Pro version

## CORE COMPETENCIES

- Administrative Support
- Email & Calendar Management
- Data Entry & Document Formatting
- Online Research
- Presentation Design (PowerPoint)
- Time Management
- Communication Skills
- Attention to Detail
- Active Listener
- Easy Learner