



# Al June Garchitorena

## Virtual Assistant

Motivated team player and aspiring virtual assistant with proven communications skills seeking to grow my knowledge. I am able to adapt in changing priorities and maintain a positive attitude and strong work ethic.

## Contact

### Phone

+639551781118

### Email

garchitorenamatthew@gmail.com

### Address

Santa Cruz, Laguna Philippines

## Education

**Laguna State Polytechnic University**  
**Bachelor of Science in Office**  
**Administration**  
**2019-2023**

## Expertise

- Travel Management
- Computer skills
- Data Entry
- Canva Creation
- Email Management
- Appointment Scheduler
- Social Media Manager

## Language

English

## Experience

2017 - 2022

Laguna Capitol I Santa, Cruz Laguna

### Data Entry Specialist

My responsibilities included encoding information about the people who lived in our province and also the salaries of those who worked at the capitol.

## Experience & Skills

### Email Manager

- Can be delegated to receive, send and respond to particular business email messages for the business owners.
- Excellent at organizing emails and regularly monitoring to have a zero in boxes.
- Utilize email to ensure prompt and accurate communication.

### Real Estate Assistant

- Customer service: the ability to provide excellent customer service to clients and buyers by being responsive, professional, and knowledgeable.

### Project and Calendar Manager

- Excellent in tracking projects and providing updated reports
- Outstanding in managing and creation schedules for a meeting

### Travel Manager

- Booking Flights
- Apply Visas if required
- Booking Hotels

### Data Base Entry and Updating

- Gather, consolidate, and update relevant information.
- Knowledgeable in using MS Word
- Excellent in research and administrative tasks
- Very proficient in typing and transcription
- Have outstanding attention to detail

### Appointment Setter

- Attention to details: the ability to accurately input data, schedule appointments, and follow-up with clients and team members.
- Customer service: the ability to provide excellent customer service to clients by being responsive, professional, and helpful.
- CRM software knowledge: familiarity with customer relationship management software such as Salesforce or HubSpot, and ability to use it for scheduling and reporting.