



# Anejeanelle Cruz

## General Virtual Assistant

### CONTACT

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- anjenel.crz94@gmail.com
- Philippines

Linktree\*

<https://linktr.ee/ellegotyoucovered>

### EDUCATION

- ICCT Colleges Foundation Inc.  
*Bachelor of Psychology*  
Completed in 2021

### SKILLS

- Email Management
- Calendar Management
- Basic canva editing
- Data Scraping for Leads
- Time Management
- Leadership
- Employee Relations
- Critical Thinking
- Communication Skills

### PROFILE

Motivated and reliable aspiring Virtual Assistant with strong organizational and communication skills. Proficient in handling administrative tasks, scheduling, and basic digital tools. Eager to support business operations by providing efficient and professional remote assistance.

### WORK EXPERIENCE

CW Home Depot | Human Resources Officer  
2021 – Present

- Conducted investigations into employee grievances and disciplinary issues.
- Collaborated with other departments to improve recruitment, retention and organizational development strategies
- Administered payroll and payroll-related processes to ensure accuracy and compliance
- Implemented innovative strategies to increase employee engagement and morale
- Assisted in developing and administering human resource policies and procedures

Concentrix Daksh Phil. | Financial Advisor I  
2020 – 2022

- Created and implemented financial plans tailored to each individual client's needs and goals.
- Analyzed financial data and provided comprehensive reports to clients
- Successfully managed a portfolio of clients, providing them with comprehensive financial planning and investment advice

Greenwich Pizza | Cashier  
2017 – 2020

- Processed accurate and efficient cash and credit transactions
- Managed customer inquiries, complaints, and requests in a professional manner
- Accurately balanced cash drawers and reconciled discrepancies
- Established effective working relationships with customers, co-workers and management

Yellow Pizza Co. | Service Cashier  
2014 – 2017

- Maintained a clean and organized work environment
- Assisted with stocking shelves and checking inventory levels
- Established a friendly and professional relationship with customers
- Operated POS system to process customer transactions