



Arvie Magbato

CONTACT

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Email

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Address

Birds I View, Brgy. Dolores, Taytay,
Rizal

SKILLS

- Adaptability
- Flexible
- Time management and organization
- Familiar with Google Workspace & Microsoft Office
- Basic Knowledge in Computer
- Customer service and problem-solving attitude

REFERENCES

Annalyn Juliano

Operation Manager

Phone: 09569782424

OBJECTIVES

Motivated and detail-oriented individual seeking a Virtual Assistant position to provide administrative, organizational, and communication support. Eager to learn, highly adaptable, and committed to helping clients stay organized and productive.

EXPERIENCE

- September 19 - October 9, 2025
Ampersand (Project-based)
Recruitment / Screener
- Febuary - August 2025
Atin Global (On Call)
Production / Telemarketer
- March - December 2024
Sir G Cafe & Bar
Barista/Cashier

EDUCATION

- 2022- 2024
Bachelor of Elementary Education
ICCT Colleges Cainta Main Campus
- 2019-2021
Bachelor of Elementary Education
University of Rizal System Antipolo Campus
- 2013- 2019
La Salle College Antipolo
High School
- 2007- 2013
San Luis Elementary School
Elementary