

CHRISTINE GUMAPAL

GENERAL VIRTUAL ASSISTANT | VIRTUAL EXECUTIVE ASSISTANT |
SOCIAL MEDIA MANAGER | CUSTOMER SERVICE REPRESENTATIVE

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OLJ <https://www.onlinejobs.ph/jobseekers/info/3131567>

SUMMARY

Detail-oriented and versatile professional with a strong background in customer service, administrative support, accounts receivable, and digital media. Proven ability to manage client communications, streamline administrative processes, and uphold financial accuracy. Experienced in handling scheduling, project coordination, and event promotions with a creative edge through graphic design and video editing. Adept at using social media to enhance engagement and promote organizational initiatives. Highly organized, adaptable, and committed to delivering efficient and high-quality work across diverse settings.

EXPERIENCE

Arden and Gold | March 2025- June 2025

Customer Service Representative

As a Customer Service Representative, I effectively addressed customers' questions and concerns in accordance with the company's policies and standard operating procedures (SOPs).

NEXA100 | January 2024- November 2024

Accounts Receivable Specialist

I managed clients' invoices, organized invoice tracks, reconciled statements, resolved discrepancies, and ensured that the disbursements follow internal controls and accounting standards.

All Because of Jesus | March 2020- September 2023

General Executive and Administrative Assistant

I assisted the Pastor with scheduling, emails, and meetings. I organized and managed various projects, addressed church-related concerns, and handled the church's social media page. I also led event promotions, which included creating PowerPoint presentations and performing basic graphic design.

TOOLS USED

- Microsoft Office
- Google Suite
- Canva
- Click Up
- Etsy
- Shopify
- ShipStation
- Zoom
- Slack
- Asana

EDUCATION

National College of Science and Technology | March 2019

Bachelor in Science Psychology

KEY SKILLS

- SOCIAL MEDIA
- ADMIN
- ORGANIZATION
- ACCOUNTANCY
- CUSTOMER SERVICE
- GRAPHIC DESIGN
- VIDEO EDITING

TRAININGS

- GENERAL VIRTUAL ASSISTANT COURSE
- BASIC WORDPRESS COURSE
- SOCIAL MEDIA MANAGEMENT COURSE
- VIRTUAL EXECUTIVE ASSISTANT COURSE
- BOOKKEEPING COURSE FEATURING XERO AND QUICKBOOKS
- HOME SERVICE CLEANING ASSISTANCE