



# Claire Verzosa

## EMAIL

claireverzosa8418@gmail.com

## CONTACT NUMBER

+63 907 764 8563

## OBJECTIVE

Highly organized and detail-oriented virtual assistant with 4 years of experience. Understanding the goals and objectives of the client and give a high quality of work.

## EXPERIENCE

### **Administrative Assistant**

Dolora's Bunso Pancit Malabon Company

2019 - 2020

- Handled confidential information with utmost discretion and maintained strict data security protocols.
- Successfully manage and process payroll for 50 employees on a monthly basis, ensuring accurate and timely disbursement of salaries and benefits.
- Responsible for accurately encoding and maintaining employee records, sales transactions, and inventory data on a daily/weekly/monthly basis.

### **Customer Service Representative Chat Support**

Dolora's Bunso Pancit Malabon Company

2020 - 2023

- Handling and responding promptly professionally to client orders, inquiries and issues.
- Provided exceptional customer service.

### **Volunteer Preschool Teacher**

Global Care Foundation Inc.

2019 - 2023

- Teaching toddlers to nursery students about basic learning.
- Making learning materials.

## **SKILLS**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Gmail, Google Drive, Sheets, Docs and Calendar.
- Proficient in Adobe Photoshop, Canva and Filmora.
- Have an average of 35 wpm.
- Good in written and verbal communication skills.
- Strong organizational and time management abilities.
- Ability to prioritize tasks and meet deadlines.
- Attention to detail and accuracy.
- Adaptable and quick learner of new systems and processes.

## **EDUCATION**

### **Bachelor of Science and Business Administration major in Financial Management**

San Mateo Municipal College

2013 - 2018

## **REFERENCE**

Name: Rowena Guillermo

Position: Customer Billing Service – Supervisor

Company Name: San Mateo Medical Center

Contact Number: +63 966-743-9517

Name: Ac Picadizo

Position: Fraud Analyst

Company Name: Alorica

Contact Number: +63 945-517-8868