



CRISTALLINE REYES

VIRTUAL ASSISTANT

CONTACT

☎ +639172068415

📍 Davao City, Philippines

✉ cristalliner@gmail.com

cristalliner (skype)

🎂 May 21, 2000

EDUCATION

Accountancy and
Business Management
(Senior High School)

**University of the
Immaculate Conception**

2016-2018

Davao City, Philippines

Primary School-Junior High

**University of the
Immaculate Conception**

2006-2016

Davao City, Philippines

SKILLS

- **Canva**
- **Google Suites**
- **Trello, Click up**
- **Picsart**
- **Data entry**
- **Content Creation**
- **Basic Bookkeeping**
- **Basic Website Design (Wix)**
- **Email Management**
- **Calendar Management**

CAREER OBJECTIVE

Driven and adaptable virtual assistant with a passion for enhancing efficiency and organization. Seeking to leverage my strong organizational skills, excellent communication, and tech-savviness to provide reliable administrative support to clients. Dedicated to delivering high-quality assistance, streamlining tasks, and contributing to a seamless remote work experience

EXPERIENCE

Market Research Interviewer

Dynata Inc. (September 2020-November 2020)

- Conducts phone interviews to collect information on the opinions and preferences of selected groups.
- Persuades respondent to take surveys regarding a specific topic.
- Executed more than 50 cold calls daily, with an average 5 percent conversion rate.
- Keep records of all conversations in company's call center database in a comprehensible way.
- Meet personal/team qualitative and quantitative targets.

CERTIFICATE

- **Batch 55: Virtual Assistant and Social Media Marketing Training** - 4 days training workshop of Virtual Assistance and Social Media Marketing, Bookkeeping, Lead Generation, Project Management, Content Creation, Web design and Search Engine Optimization.

CHARACTER REFERENCE

- **Samuel Benson Royola** -
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- **Carlo Miguel Dela Pena** -
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- **Kim Turaray** -
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