



CRISTINE JOY TONOGAN

BUSINESS VIRTUAL ASSISTANT

WORK EXPERIENCE

NHK SPRING PHILIPPINES INC.

Senior Administrative Assistant

Sep 2020 - 2023

- Data entry and management
- Preparing weekly & monthly reports and presentations.
- Document preparation (*like Quotations, delivery receipts, Sales Invoices, packing lists, Airwaybill, etc.*)
- Logistics & Quality Coordination.
- Data analysis and checking.
- Customer/supplier coordination or negotiation.
- Email and calendar management
- Setting appointments, and scheduling meetings.
- Filing and organizing documents, and keeping records.
- Handles customer and supplier accreditation and confidential documents.
- Conducting research and gathering information for various projects.
- Handles monthly budget and consumable forecast.
- Internal Auditor
- Takes Cost Reduction Activity.
- Handle sensitive information in a confidential manner
- Oversee and supervise the work of junior staffs.

RESOURCE ONE CORPORATION

Coordinator/ Executive Assistant

Apr 2019 - Aug 2020

- Doing tasks assigned by the CEO and superior.
- Data Entry
- Booking of local flights and Hotel.
- Setting meeting appointment schedule.
- Creating product quotations.
- Preparing weekly & monthly Reports.
- Preparing presentation reports and taking down the minutes of the meeting.
- Preparing Customer accreditation and requirements.
- Conducted research to identify the best suppliers for materials needed.

CONTACT

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EDUCATION

2012-2016

Bachelor of Science in Business management major in Marketing

TECHNICAL SKILLS

- Data Entry / Data management
- Proficient in Microsoft Word,
- Excel, Outlook, PowerPoint, spreadsheet, google docs.
- Communication Skills
- Basic Excel Dashboard creation
- Scheduling management
- Email & calendar management
- Travel management
- Social Media management
- Creating post content
- Basic Photo editing using canva

SOFT SKILLS

- Self Motivation
- Proactive & Resourceful
- Positive Attitude toward the work
- Team and Great Work ethics.
- Detail-oriented
- Analytical skills
- Time Management
- Ability to learn and adapt
- Technology skills

TOOLS

- Google Suites
- Microsoft Suites (Excel, PowerPoint, word)
- SAP (Systems Applications and Products)
- Outlook
- Google Drive
- Google Calendar
- Calendly
- Zoom/Microsoft teams
- Sykpe/WhatsApp
- Google Trends
- Canva
- Keepa
- Helium 10 / Jungle Scout
- FBA Revenue Calculator
- Keyword tool.io
- Keyword tool Dominator
- Basecamp
- Notion
- Discord
- Loom

TOOLS FAMILIAR WITH

- Slack
- Monday.com
- Dropbox
- LastPass
- Hootsuite
- Buffer
- Mailchimp

MY PORTFOLIO

To know more about me and my sample works here is my website link.

myprofile.ph/cristinejoytonogan

NHK SPRING PHILIPPINES INC.

Sales & Marketing Assistant
(Administrative)

June 2017 - Apr 2019

- Creating local and foreign delivery documents.
- Processing PEZA documents.
- Purchase Oder monitoring.
- Customer and Supplier Coordination.
- Daily Delivery Monitoring.
- Perform clerical tasks and take messages, direct e-mails and answer telephone
- calls with regards to customer concerns like quality issues, and delivery issues.
- Attending monthly Suppliers Meeting.
- Monthly preparation of section consumables forecast and order.

TRANSITIONS OPTICAL PHILIPPINES INC.

Company Receptionist

May 2016 - May 2017

- Work independently and collaboratively on assigned tasks.
- Courteously greet visitors and employees and cater to their special requests, needs, and complaints.
- Hotel and Flight Booking.
- Schedule management.
- Skilled in answering calls, customer inquiries, and concerns, forwarding phone calls to concerned departments taking messages.
- Paging.

TRAINING ATTENDED

- Advanced Ms Excel Training
- Effective Leadership Skills
- Amazon FBA Private Label In-depth Training (A-Z)
- General Virtual Assistant
- Social Media Management
- Facebook Ads