



# Danielle Metrillo

VIRTUAL ASSISTANT

## WORK EXPERIENCE

### **LGU- Brgy Patag Sanggunian Kabataan**

Secretary  
2019 up to Present

### **Xavier University- Ateneo de Cagayan**

Finance Office Assistant  
2019-2021

### **Sky Rocket**

Virtual Assistant: AirBnb  
March 2020- February 2022

## EDUCATION

Primary

### **Xavier University Grade School**

Macasandig  
(2006-2012)

Junior High

### **Summer Hill Foundation Inc.**

Patag, Tejero Street, Cagayan de Oro City  
(2013-2016)

Senior High School

### **Lourdes College**

Capistrano-Hayes St., Cagayan de Oro City  
(2017-2019)


College


BS Psychology

### **Xavier University- Ateneo de Cagayan**

73 Corrales Ave, Cagayan de Oro City  
(2019-2022)

## CONTACT

 09067925080

 metrilodain07@gmail.com

## PROFILE

Innovative, creative and professional. Specialised in Virtual Assistance and Social Media Management. I am a cheerful, ambitious and resilient person. I love my job and achieving milestones working with a team.

## SKILLS

- Customer Service
- Project Management
- Social Media Management
- Data Entry and Mining
- Computer Literate

## REFERENCES

Available upon request.