



DONNAVIE GENE M. GERONIMO

VIRTUAL ASSISTANT

📍 201-A, Banahaw St., Juliville Subd., Davao City

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✉ donnaviegenegeronimo@gmail.com

📌 Don Geronimo (Donnavie Gene Geronimo)

📷 Don Geronimo

EDUCATION

Bachelor of Science in Information Technology

Ateneo de Davao University
2011

Master in Public Administration major in Public Policy

Ateneo de Davao University
2024

PERSONAL INFORMATION

Age: 34

Birth Date: March 21, 1990

Status: Single

Religion: Christian

Height: 5'0

Nationality: Filipino

LANGUAGE

English

Filipino

Cebuano

EXPERIENCE

Data Encoder

Department of Agrarian Reform | 2022 - 2024

- Data entry in KoboToolbox
- Cover letters
- Team collaboration
- Administrative tasks
- Google Meet

Audit Staff

Go Cherryfic Foods Corp. | 2020 - 2022

- Basic Accounting
- Documented findings
- Performed audits
- Email clients
- Accounting records
- Zoom meeting

CREATIVE SIDE

- Canva
- Photo Editing
- Kittl
- Google Applications
- Capcut
- Microsoft Applications
- Youtube Video

SKILLS

- Detail oriented
- Strong at building trust and teamwork
- Understands and balances priorities
- Willing to learn and be trained
- Good ethical behavior
- Organized