



ELIJAH JERRONE S. GATDULA

VIRTUAL ASSISTANT

PROFILE

I specialize in lead generation, appointment setting, CRM management, customer service, social media monitoring, calendar management, email management, and document preparation for the tasks and responsibilities that I will be accomplishing for the client/s.

I am highly trainable and resourceful. I work proactively and with attention to detail to be effective and efficient in accomplishing multiple tasks.

CONTACT

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+63 917-967-3757

WEBSITE:
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EDUCATION

Colegio de San Juan de Letran
2011-2015
BSBA Marketing Management

WORK EXPERIENCE

BPI Family Savings Bank
September 2015-October 2017
| Customer Service Assistant/Teller

Sun Life of Canada, Philippines
February 2018-April 2019
| Financial Advisor

AXA Philippines
June 2019-February 2021
| Financial Specialist

iHR Buddy
October 2021-May 2022
| General Virtual Assistant

SKILLS

- English oral and writing communication
- Phone and email communication
- Lead Generation
- Appointment Setting
- CRM Management
- Customer Service
- Social Media Monitoring
- Email Management
- Calendar Management
- Document Preparation
- Graphic Design