

April 26,2024



# JACQUELYN CARAMBA

OFFICE / VIRTUAL  
ASSISTANT

- +63 907-877-0952
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- Ozamis City, Philippines

## SKILLS

- Critical thinking
- Technical prowess
- Customer service
- Time Management
- Data Entry
- Social Media Manager
- Appointment Scheduling
- Google workspace
- Computer Literacy
- Project Management Tools
- Strong Communication

## EDUCATION

**SECONDARY SCHOOL**  
St. Michael's High School  
2005

**BACHELOR OF HOTEL AND RESTAURANT MANAGEMENT**  
La Salle University, Ozamis  
2007

## CERTIFICATIONS

**CAREGIVING NC II**  
International Health Link  
Caregiving Training Center

**VIRTUAL ASSISTANT TRAINING**  
Clairvoyance

## PROFILE

I'm a dedicated Office Assistant with 6 years of experience handling confidential paperwork and making routine office tasks as efficient as possible. Demonstrated capacity to multitask well while upholding a high standard of professionalism. Competent with office productivity tools and has data entry, scheduling, and file management skills. strong people skills with an emphasis on providing top-notch customer service. Aiming to leverage my qualifications to be a Virtual Assistant.

## EXPERIENCE

### OFFICE ASSISTANT

**Kenneth Bookstore & General Merchandise**  
2017 - 2023

- Managed office supplies, maintained inventory, and placed orders as needed.
- Organize and disperse correspondence promptly.
- Handled sensitive and confidential information with utmost discretion and maintained confidentiality protocols.
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Coordinating events as necessary.
- Maintain trusting relationships with suppliers, customers and colleagues

### ON-CALL CAREGIVER

**Freelance**  
2023-PRESENT

- Vital signs taking and recording.
- Perform first aid.
- Monitor and administer medications.
- Assisting patients with hygiene and personal care.
- Assisting patients with preparing meals, eating, and cleaning up after themselves.
- Provide companionship and emotional support.