

Jared Miguel

Virtual Assistant



OnlineJobsPH Profile: <https://www.onlinejobs.ph/jobseekers/info/2246211>
jaredrefarealmiguel@gmail.com | +639460225000 | San Pascual, Batangas

Work Experience

- psg Compliance Specialist - PSG Global Solutions**
September 2021 - October 2023
(2 years, 1 month)
 - Managed diverse compliance-related tasks, ensuring adherence to industry standards and regulations.
 - Acted as the point of contact (POC) assigned by my supervisor, demonstrating my reliability and responsibility.
 - Took on the role of a mentor, guiding and supporting junior team members in their compliance-related tasks.
 - Demonstrated exceptional attention to detail, meticulously reviewing documents and processes to identify and rectify potential compliance issues.
 - Played a pivotal role in ensuring accurate and timely documentation, keeping records up-to-date, and preparing detailed reports.
- ION Installation Coordinator/Appointment Setter - Ion Solar**
September 2023 - March 2024
(6 months)
 - Responsible for scheduling solar panel installation appointments with customers.
 - Communicated with customers via phone and email to confirm appointment details.
 - Updated calendar with appointment information and ensured accuracy.
 - Reviewed and processed funding requests for solar projects
 - Ensured all necessary documentation and paperwork were completed accurately
 - Coordinated with internal teams to gather required information for funding requests
 - Maintained organized records of funding submissions and approvals.

Relevant Skills

- Email Management
- Phone Management
- Organizational Skills
- Problem Solver
- Attention to detail
- Data Analysis
- Compliance Management
- Customer Service
- Teaching and Training
- Multimedia Integration
- Computer Literate

Relevant Experience

- Outbound Calls
- Administrative Tasks
- Schedule Coordination
- Client Coordination
- Photo and Document Auditing
- Email and Phone Communication

Relevant Tools

- Microsoft Suite
- Google Suite
- Meta Business Suite
- Canva
- CapCut
- Adobe Lightroom
- Zoom
- Meta Ads
- Adobe Acrobat
- Slack
- Salesforce
- Insightly

Education History

High School Education

School: General Mariano Alvarez Technical High School (GMATHS)

Year of Graduation: 2014

Bachelor of Science in Aeronautical Engineering

Institution: Philippines State College of Aeronautics

2014-2017 (Undergraduate)

Volunteer Work, Awards, Affiliations, and Interests

Finance Clerk

The Church of Jesus Christ of Latter-day Saints

April 2023-present

I meticulously record all financial transactions, ranging from donations to the budgeted expenses for various church activities.

Volunteer Teacher

Kuya Ryan's Classroom (KRC)

2019-2020

Every week, I volunteered to teach children ages 7 to 10 years old how to read and write in English.

Full-time Missionary (Philippines Baguio Mission)

The Church of Jesus Christ of Latter-day Saints

2017-2019

Engaged in a 2-year full-time mission within the church, where I actively engaged with individuals through door-to-door visits, sharing and teaching the principles of faith on a daily basis.

Ward Mission Leader

The Church of Jesus Christ of Latter-day Saints

2019-2021

Took on the responsibility of serving as the ward mission leader in our church, involving coordination with assigned missionaries to strategize outreach efforts for teaching and re-engaging inactive members within our area.

Character References

Ronald Besiera

Church Bishop

+639065684807

ronald_besiera@yahoo.com

Marlou Dulay

Supervisor

+639613217249

loudulay19@gmail.com

Chantal Sadaba

Colleague

+639989431475

chantalsadaba@gmail.com