

# JASMINE GUEVARRA

V I R T U A L   A S S I S T A N T



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## PROFILE

I am fully proficient in basic computer applications. I am trustworthy, responsible, and hardworking. I am always willing to learn new things. My client's satisfaction is my priority by providing high-quality service on every project on time and exceeding their expectations.

## SKILLS

- Willingness to learn and develop new skills
- Good time management
- Computer Literacy
- Ability to work under pressure
- Excellent Typing Skills (40 wpm)

## EDUCATION

### SECONDARY SCHOOL

Calamba Bayside Integrated School

2012 - 2018

### BACHELOR OF SCIENCE IN TOURISM MANAGEMENT

Laguna State Polytechnic University

2018 - 2022

## TOOLS

- Google Spreadsheet
- Microsoft Office (Word, Excel, Powerpoint)
- Google Docs
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## EXPERIENCE

### CUSTOMER SERVICE ASSISTANT

Max's Restaurant

April 2018 - May 2019

- Greet the guest
- Assisting guests with their preferred table
- Taking orders
- Serving food to the guest
- Selling products
- Prepare billings