

# JENNIE DELIGOS

Metro Manila, Philippines

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## Assistant Accountant | Bookkeeper VA

### EDUCATION

2005-2010

**BACHELOR OF SCIENCE IN**

**ELECTRONICS AND**

**COMMUNICATIONS ENGINEERING**

University of the East

### SKILLS

#### PROFESSIONAL

Financial and Accounting Management

Email Management

Chat Management

Communication Management

Document and Data Management

Calendar Management

Customer Service

Assistant Credit Repair Specialist

Admin and Technical Support

#### PERSONAL

Strong Work Ethic

Passionate

Adaptable

Coachable

Results oriented

Excellent Communication Skills

Great Attention to Detail

### WORK EXPERIENCE

**POSITION:** ASSISTANT BOOKKEEPER | HR ASSISTANT VA  
**COMPANY:** REAL ESTATE COMPANY (USA BASED)  
**DURATION:** 3 MONTHS CONTRACT

- Responsible for email and chat management
- Assisting in preparing comparable
- Managing the call-out work orders from the renters
- Assisting invoicing and sending via email

**POSITION:** ASSISTANT ACCOUNTANT VA  
**COMPANY:** FREIGHT AND LOGISTICS (USA BASED)  
**DURATION:** JULY 2021 TO MAY 2022

- Manage a team for corrective and preventative maintenance.
- Assist manager on a day-to-day administrative task.
- Monitors the status of the released Work Orders
- Develop communication with operations and customers to know what the work requires and present work order forecasts.
- Manage work orders and delegate per department.
- Manage invoices and recipients for suppliers to be submitted to Finance for payment release.
- Manage the additional manpower requirements as per the operations job description in collaboration with the HR department.

**POSITION:** TECHNICAL OFFICER CUM ACCOUNTANT VA  
**COMPANY:** CONSTRUCTION (UK BASED)  
**DURATION:** JANUARY 2019 TO JULY 2021

- Manage a team mainly to assign, dispatch and close preventative maintenance.
- Assist manager on a day to day administrative task.
- Monitors the status of the released Work Orders
- Develop communication with operations and customer to know what the work requires and present work order forecast.
- Manage work orders and delegate per department.
- Oversees invoices and recipient for suppliers to be submitted to Finance for payment release
- Manage the additional manpower requirements as per operations job description with collaboration with HR department.

**POSITION:** GENERAL VIRTUAL ASSISTANT  
**COMPANY:** FACILITY MANAGEMENT (USA BASED)  
**DURATION:** OCTOBER 2018 TO MARCH 2019

- Responsible for Email and Chat management
- Manage and Facilities meeting with Clients, Suppliers, Subcontractors etc.
- Assisting in financial and accounting management.
- Create and submit interim payment certificate to finance for payment release.
- Oversees queries with the payment and overdue invoices and challenges onsite.
- Monitored ongoing bidding, negotiate and draft contracts based on scope of works.