

JENNIFER BRIGOLE

PROFESSIONAL SUMMARY

Detail-oriented and reliable professional with experience in data entry, administrative assistance, and virtual support. Known for maintaining accuracy, organization, and efficiency in fast-paced environments. Strong communicator with a proactive attitude, eager to contribute to a positive team culture and uphold company standards. Adept at learning new tools, meeting deadlines, and delivering consistent results with professionalism and integrity.

SKILLS

- Organizational Skills
- Microsoft Office Suite
- Attention to Detail
- Data Entry & Record Management
- Administrative & Clerical Support
- Accuracy & Attention to Detail
- Time Management & Organization
- Adaptability & Problem-Solving
- Confidentiality & Professionalism

WORK HISTORY

Virtual Assistant / Administrative Support

Freelance – Remote

2022- PRESENT

- Performed data entry tasks, maintained accurate records, and organized files for multiple clients.
- Supported daily operations including scheduling, correspondence, and documentation.
- Ensured timely completion of administrative tasks with minimal supervision.
- Communicated effectively with team members and clients via email and chat.
- Adapted quickly to different work systems and tools to meet client needs.

WORK HISTORY

Optometric Assistant / Receptionist

Balane Optical Clinic – Philippines

Ormoc City, Province of Leyte, Philippines

2020-2022

- Managed patient information, appointment scheduling, and data entry with confidentiality.
- Supported clinic operations by maintaining inventory, processing payments, and organizing reports.
- Provided excellent customer service by handling inquiries and assisting patients.
- Ensured accuracy in updating medical and administrative records.

EDUCATION

Southeastern College of PADADA, Padada, Davao Del Sur, Philippines

Under-Graduate

Hagonoy National High School - Guihing Hagonoy Davao Del Sur, Philippines

High School Diploma - 2010-2014