

Jerry Mae Junio

EXECUTIVE VIRTUAL ASSISTANT

- 09072852006
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- Roxas City, Capiz, Philippines

Detail-oriented Administrative Assistant with three years experience in office administration, scheduling, record management and customer support. Skilled in email management, data entry, calendar coordination, and Microsoft Office. Strong communication and organizational abilities with a commitment to efficiency, professionalism and delivering high quality virtual support.

EXPERIENCE

Administrative Assistant
Capiz Provincial Government
July 2022 - June 2025

- Managed office records and organized documents
- Scheduled appointments and coordinated meetings
- Assisted in data entry and report preparation
- Handled communications with clients and staff

EDUCATION

Bachelor in Medical Laboratory
Science 2019
Central Philippine University

CERTIFICATION

Civil Service Examination- Professional
Passed 2023
Civil Service Commission

SKILLS

- Time Management
- Multitasking
- Strong Organizational Skills
- Communication Skills
- Data Entry & Record Keeping
- Microsoft Office
- Problem-Solving Skills
- Filing & Documentation

SOFTWARES/TOOLS USED

- Gmail/Outlook
- Microsoft Office
- Google Workspace
- ChatGPT
- Canva
- Notion
- Clickup