**Jessie Mae F. Añora**

Tapon Matab-ang, Toledo City, Cebu

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**Objective:**

Enthusiastic and detail-oriented individual seeking a Social media and Data Entry Virtual Assistant role to leverage strong organizational skills, creativity, and willingness to learn in contributing to effective online presence and efficient data management.

**Experiences:**

**Results Associate.**

**Results Manila Inc.**

**Sept 1, 2021-December 1, 2021**

**Task & Functions:**

* Assigned in Healthcare account
* Inbound and outbound calls
* Provide pre-authorization for medical treatment
* Outline information regarding co-payments
* Advise current and prospective members about the most suitable plans based on their needs

**Advisor I, Customer Service**

**Concentrix CVG Philippines, Inc.**

**January 11, 2021 - March 11, 2021**

**Task & Functions:**

* Assigned in Telecommunication account
* Inbound and outbound calls
* Assist in creating new Ban account/postpaid account
* Bills payment support
* Promoting the product and services

**Internal Audit Staff**

**Michel J. Lhuillier Financial Services Inc.**

**August 1, 2016- January 4, 2021**

**Task & Functions:**

* Reviews company’s Financial Statements, documents, and data
* Compare the internal records
* Test Existing internal controls
* Review internal controls policies
* Generate monthly financial audit report (Findings & Recommendations)

**SUMMARY OF QUALIFICATIONS:**

* Data entry and management using Microsoft Excel
* Strong written and verbal communication skills
* Attention to detail and accuracy
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
* Familiarity with social media platforms for customer engagement
* Quick learner with adaptability to new software and technologies
* Ability to multitask and prioritize tasks effectively

**EDUCATIONAL BACKGROUND:**

**College: BSBA major in Banking and Financial Management**

Cebu Institute of Technology University

1. Bacalso Avenue, Cebu City, Cebu

March 2016

**Secondary:** Abellana National School

Osmeña Blvd., Cebu City, Cebu

March 2012

**Elementary:** San Nicolas Elementary School

Carlock St., Cebu City, Cebu

March 2008

**PERSONAL:**

Birthday: February 22, 1996

Birthplace: Lapu-Lapu City

Age: 27 years old

Gender: Female

Nationality: Filipino

Religion: Roman Catholic

Civil Status: Married

**CHARACTER REFERENCES:**

Available upon request.