



# Jobelle Lee

VIRTUAL ASSISTANT  
DATA ENTRY SPECIALIST  
CHAT SUPPORT

## About Me

Organized Virtual Assistant dedicated to improving accuracy and efficiency by maintaining and developing administrative and procedural processes. Proficient in Microsoft Office, Google Suite, Slack, and other productivity tools. A focused and communicative individual possessing superb data entry, time management, and customer service skills to consistently meet objectives.

## Contact

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## Relevant Skills

- Data entry
- File Organization
- Google Calendar Management
- Email Management
- Copywriting
- Customer Service
- Appointment Setting
- Social Media Management
- Photo Editing
- Microsoft Office Applications
- Internet Research
- Knowledge of medical and technical terminology

## Work Experience

**Dec 2019 - Mar 2023 | 3 yrs 4 mos**

### Emergency Department Clerk

#### Perpetual Help Medical Center - Las Piñas

- The Perpetual Help Medical Center - Las Piñas (PHMC-LP) is one of the best-equipped Level 3 medical centers in Southern Metro Manila with a bed capacity of 285. For almost 45 years now, PHMC-LP has provided exemplary medical care to the South's increasing population and rapidly growing communities.
- As a ward clerk, I perform clerical duties for Emergency Department. I encode data in the computer system, update new records and check for completeness. Dispenses medicine and supplies to the nurses needed for the patient.
- I also do some ad-hoc tasks such as encoding ECG Results given by the Cardiologist, generating monthly income, and creating monthly and weekly reports.

**July 2017-July 2019 | 2 years**

### Housekeeping Attendant

#### King Fahd Military Medical Complex | Dhahran, Saudi Arabia

- King Fahd Military Medical Complex is the most modern medical institution among the Armed Forces Medical Service Hospitals. Architecturally KFMMC is one of the most magnificent buildings to provide distinctive medical care.
- As a housekeeping attendant, I am responsible for maintaining a clean and hygienic environment in patient rooms, common areas, and other facilities. Perform tasks such as cleaning and disinfecting surfaces, changing linens, stocking supplies, and removing trash.
- Additionally, I assist with patient transport and support nursing staff as needed.

## Personal Abilities

- Organized and maintained online company files, invoices, and other digital documentation.
- Able to focus on work without the need for supervision.
- Managing heavy load of administrative tasks with accuracy.
- Maintained a positive work ethic and commitment to providing excellent service.
- Attention to detail.
- Adaptability and willingness to learn and improve
- Multitasking and time management abilities

## Application Tools

- Facebook
- Twitter
- Instagram
- LinkedIn
- Youtube
- Canva
- Capcut
- Remove.bg
- Trello
- Google Workspace
- Calendly
- Wordpress
- Grammarly
- Quillbot
- Chatgpt
- Zoom
- Slack
- LastPass

## Work Experience

**May 2013 - May 2014 | 1 year**

**Cashier**

**La Senza, Pasay City**

- La Senza is the Global Destination for the hottest fashion lingerie at an incredible value, empowering women worldwide to feel sexy and confident every day. With over 340 stores around the world, La Senza is truly world-famous.
- As a cashier, I am responsible for processing sales transactions, handling cash and credit card payments, and ensuring a positive customer experience. Good communication and customer service skills are essential for success in this role.
- Additional duties may include assisting with merchandise preparation for sales floor replenishment including ensuring merchandise is accurately priced by markdowns, markups, and promotions.

**October 2010 - December 2011**

**Service Crew**

**McDonald's Parañaque City**

- McDonald's is the world's leading global foodservice retailer with over 37,000 locations in over 100 countries. More than 90% of McDonald's restaurants worldwide are owned and operated by independent local businessmen and women.
- As a service crew member at McDonald's, I am responsible for providing excellent customer service, taking orders, preparing and serving food, maintaining cleanliness and hygiene in the restaurant, and ensuring that customers have a positive experience. I am also required to handle cash and operate various equipment in the restaurant.
- I also do some ad-hoc tasks such as stocking supplies at the counter area, and helping my co-workers during peak hours.

## Education



**Associate in Hotel And Restaurant Services**

**STI College - Parañaque City**

**2010-2012**

## Certificates



- Social Media Management Certification
- Facebook Ads Certification
- Amazon Online Arbitrage Certification
- Basic WordPress Certification
- General Virtual Assistant Certification
- Graphic Design Certification
- Copywriting Certification