

JOHN BRENT GAYLAN

VIRTUAL ASSISTANT

PERSONAL PROFILE

I am a dedicated, organized and methodical individual. I have good interpersonal skills, excellent team worker and willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done.

WORK EXPERIENCE

Personal Assistant| Part Timer

Shareholder of Honeycomb Tourist Inn
September 2022 till April 2023

- Plan travel, including flights, accommodation and ground transportation
- Help with daily time management and run errands as requested
- Answer phone calls and emails and take messages

Assistant Accountant/ Administrator

Hatchi Holding July 2023 - February 2024

- Handle accounts payable and accounts receivable, prepare invoices, and manage or create financial records.
- Filing and remitting taxes and other financial obligations
- Collecting all company's total earning weekly.
- Managing and distributing cash flow all company branches.

Virtual Assistant

Stanford Capital One. March - May 2024

- Handle social media accounts
- Marketing research
- Handle product advertising

EDUCATIONAL HISTORY

Silliman University

Computer Science | Jun 2022 - May 2024

Ramon Avancena National Highschool

Jun 2022 - May 2024



CONTACT ME AT



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Maria Luisa
Banilad Cebu City

SKILLS SUMMARY

- Project Management
- Software Development
- Budgeting and Cost Analysis
- Enterprise Resource Planning
- Staff and User Training
- Process Improvement

AWARDS /CERTIFICATION

■ Most Outstanding Employee of the month,
October 2023

■ The VA Camp

- virtual assistance training
- social media management
- wordpress training
- graphic design
- Amazon online arbitrage