**Jomari Alagao Quebic**

+639171368431

Sto. Niño Lapasan Cagayan de Oro City

jomariquebic@gmail.com

SUMMARY

I am proficient, self-motivated Virtual Assistant with excellent skill and successful experience in 3 years of Data Research, Lead Generation and Administrative Assistant. Working as Encoder for almost 3 years in Mackun Marketing Co., Inc.

HIGHLIGHTS

* Knowledgeable in Microsoft Program
* Data Entry Skills
* Organized and Attention to detail
* Problem Solving Ability

ACCOMPLISHMENTS

* Administrative Assistant and Lead Generation Specialist of Lambda group in UK
* Data Research Specialist at Mathleague in USA
* Sales Associate at Crissa Clothing Company
* Accounting Staff at Mackun Hardware

EDUCATION

Liceo de Cagayan University (LDCU)

 Bachelor of Science in Business administration major in Financial Management. (Undergraduate).

Hello,

In response to your advertisement for a virtual assistant. I truly feel that I am the perfect match for the job. I am an experienced virtual assistant and I can offer my great skills for your virtual assistance needs.

I can do data entry with the use of Google docs and spreadsheets, Manage your Google Drive and Handle your Emails, set appointments with your internal/external clients through Emails. I also do good at internet research, generating and organizing leads.

In addition, I am also a Financial Management graduate. I can assure you that I am organized, can be easily trained, and a fast learner.

Lastly, my main objective to my clients is to give outstanding results, long term relationship, and professionalism to my work.

I am a passionate Virtual Assistant. I can commit to working with you for 30 hours a week.

Thank you in advance for your time and consideration.

Looking forward,

Sincerely,

Jomari Quebic