

Joy Margarete Jerusalem

Executive Assistant

Contact

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 joymargaretejerusalem21@gmail.com

Background

I am an efficient and confident in everything I work on field. My experience helped me develop to be a better and more knowledgeable individual. I am highly motivated to continue learning and improving my skills and abilities in which I may be able to share with you in the process.

Experience

Executive Assistant

Siquitech Global Solutions, Inc.

July 2021 - Present

I do basic bookkeeping, handle office management duties, manage human resources, and organize and prepare reports and documents. I also do virtual assistant jobs such as data entry, lead generation, product listing, and social media management services.

Reservations Associate

Charlie Tour Agency

May 2018 - March 2020

Handles hotel room bookings, restaurant reservations, tour packages, land trips, seat trips, airfare, car rentals, phone calls, negotiates prices, and coordinates with travelers. I also do tour guide duties and maintain good customer service.

Receptionist

Won Healing Spa

June 2016 - April 2018

Receiving calls and reservations. Assisting guests' queries and requests, cashiering, and maintaining the workflow at the office.