

Kazmiah Rose Montilla

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Objectives :

An enthusiastic and trustworthy beginner Virtual Assistant ready to help companies with administrative duties including data entry and email management. Quick learner with excellent communication skills and a strong willingness to take on new challenges. Highly organized, detail-oriented, and committed to delivering quality work on time. Eager to apply my organizational skills in a remote work environment while continuously learning new tools and techniques. Seeking an opportunity to gain valuable experience, contribute to business success, and grow professionally as a Virtual Assistant.

Experiences :

- Helped organize school documents and reports
- Assisted family/friends with online task
- Managed personal social media accounts
- Created PowerPoint presentations
- Designed sample social media posts using Canva
- Created simple documents using Google Docs and Microsoft Word
- Manage emails

Education :

La Paz National High School

2020-2024

St. Robert's International College – STEM

2024 - 2025

▶ *With Honors*

▶ *Outstanding Service Award*

Skills :

- Basics Google Docs and Google Sheets
- Email Management
- Time management and organization
- Communication skills
- Willingness to learn new tools

Language :

- English
- Filipino