



REMOTE / VIRTUAL ASSISTANT

Ma. Cyrill Kaye D. Jose

CONTACT

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EDUCATION

BACHELOR OF SCIENCE IN PSYCHOLOGY

Far Eastern University

2018 - 2022

SENIOR HIGH SCHOOL

Centro Escolar University

2016 - 2018

JUNIOR HIGH SCHOOL

St. Paul College

2012 - 2016

EXPERTISE

- Administrative and clerical support
- Customer service and communication
- Social media management and content creation
- Technical troubleshooting and online support
- Digital marketing and graphic design
- Organization and multitasking
- Adaptability and teamwork

PROFILE STATEMENT

Resourceful and detail-oriented professional with experience in administration, customer service, digital marketing, and technical support. Skilled in managing operations, assisting clients, and creating effective online content. Recognized for strong communication, organization, and adaptability in both office-based and remote settings. A dedicated individual with a genuine commitment to helping others and promoting mental health awareness. Eager to contribute efficiency, creativity, and professionalism to a forward-thinking organization while continuing to grow and make a positive impact.

INTERNSHIPS

FEU Psychology Department (July 2021) FEU Virtual Clinic (July 2021)

INDUSTRIAL INTERN

Conducted interviews and assisted in recruitment program development.

CLINICAL INTERN

Conducted assessments and contributed to a mental health awareness project.

WORK EXPERIENCE

FJ Driving School (August 2022 – February 2023)

ADMINISTRATIVE ASSISTANT

Provided administrative and clerical support to management and instructors, managed student records, handled inquiries, and ensured efficient day-to-day operations in the office.

Remote (March 2023 – June 2023)

SOCIAL MEDIA MANAGER

Managed social media pages and created engaging content, monitored analytics and audience interactions, and implemented strategies that improved online presence and engagement.

Laus Group of Companies – Hyundai (August 2023 – March 2025)

SERVICE ADVISOR

Served as liaison between customers and the service department, coordinated service appointments, handled client communications, and ensured customer satisfaction throughout the servicing process.

Remote (March 2025 – August 2025)

TECH SUPPORT SPECIALIST

Provided remote technical assistance, resolved customer issues efficiently, documented technical concerns, and delivered excellent customer support through effective communication and problem-solving.

FJ Driving School (August 2025 – October 2025)

MARKETING ASSISTANT

Assisted in executing marketing campaigns, created and managed digital content, and supported initiatives that strengthened brand awareness and client engagement.

Happy & Croffles (May 2025 – Present)

CO-OWNER & SOCIAL MEDIA MANAGER

Oversees business operations, product development, and social media marketing. Designs promotional content, manages customer interactions, and ensures smooth order processing and delivery coordination to maintain quality service and brand growth.