

REYES, MA. ELAINE R.

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Camarines Sur, Philippines

PROFESSIONAL SUMMARY

A dedicated and detail-oriented professional with ten years in supporting office operations and enhancing team productivity. Skilled in managing schedules, coordinating communications, and maintaining organized filing systems. Committed to providing exceptional service and fostering a positive work environment in fast-paced settings.

WORK EXPERIENCE

VIVIENDO FULL CORP.

Virtual Administrative Assistant
Virginia, USA

Jun. 7, 2024 - Sep. 12, 2024

- Social Media Management Facebook, TikTok, Instagram, LinkedIn,
- YouTube Basic SEO (YouTube and Website)
- Kajabi Automations and Landing pages Data Entry / Content Creation
- Manychat Automation

INSPIRING STRENGTH INC.

Virtual Administrative Assistant
California, USA

Aug. 3, 2018 - Aug. 28, 2024

- Monitoring Online course automations and maintaining student's data
- Acting as a Project management support in a team
- Monitored failed, canceled, paused refund payments
- Entering Sales Invoice and Receive payments in QuickBooks Online
- Customer service email support

SUPER SHOPPING MARKET INC. - SM HYPERMARKET

OIC / Senior Treasury Assistant

Sep.12, 2012 - Apr.10, 2016

South Super Highway Cor. Finlandia St. Brgy. San Isidro Makati City

- Balanced and tallied the total cash received for the day against the pre commit of Cashiers and timely deposit of sales (cash and checks) to the bank.

- Responsible for the preparation of Daily Cash Collection Report and its timely submission to Branch Accounting.
- Acted as the custodian of the Branch Treasury funds such as Petty Cash Fund, Loose Change Fund, Foreign Exchange Fund, Cashier's Loose Change Fund, Foreign Exchange, Western Union and Items Left by the Customers assigned by the Treasury Manager.
- Re-examined the authenticity and performed the system trading of foreign currencies being offered for sales.
- Accountable for all foreign currencies on hand prior to its turnover to the Treasury Supervisor / Officer.
- Order office Supplies for the Department
- Answer telephone and relay telephone calls and messages
- Plan and organize daily operations

EDUCATION

TAGUIG CITY UNIVERSITY 2008-2012
 Upper Bicutan, Taguig City
 Degree: Bachelor of Science in Business Management

SKILLS

Multitasking Adaptability Numeracy Skills Balancing
 Funds Auditing Accountability

SEMINARS / TRAININGS ATTENDED

• 2015 FLA OPERATIONS AND COMPLIANCE TRAINING

Western Union Training
 SM Savemore Araneta Center, Quezon City
 Oct. 28, 2015

• COUNTERFEIT DETECTION SEMINAR

SM Learning Center Cubao, Quezon City
 Sep. 2012

• PERSONALITY AND MANAGEMENT TRAININGS

DLA NATURALS INC.
 EDSA Mandaluyong City
 Dec. 2011 - March 2012

PERSONAL INFORMATION

Nationality: Filipino

Weight: 120 lbs.

Language: Tagalog, English, Japanese (N5)

Height: 5'4"