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## EDUCATION

JUNE-SEPTEMBER 2010

TESDA LAS PIÑAS

- Commercial Cooking

2002 - 2006

LAS PIÑAS NORTH NATIONAL  
HIGH SCHOOL

## SKILLS

- Computer Literate
- Detail-Oriented
- Project Management
- Research Expertise
- Teamwork
- Time Management
- Leadership
- Effective Communication

## LANGUAGES

- English
- Filipino

## REFERENCE

Michael Armstrong

Property Tax Solutions / CEO

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Emilyn Bautista

Madrigal Group of Co. / Building  
Administrator

Phone: +63 926 393 5258

# MARITES ALEJANDRO

## VIRTUAL ADMIN ASSISTANT

## PROFILE

A Virtual Administrative Assistant with 4 years of experience in various tasks. A detail-oriented individual and problem solver that you can rely on. Enthusiastic and persistent with superior skills in both teams based and independent capacities. And I am passionate about success and love the challenge of developing high performance teams.

## WORK EXPERIENCE

Infinite Blynds Gen Home & Decor

JAN-SEPTEMBER 2025

Administrative Assistant / Sales - Production

- Organizing and Managing Information
- Scheduling and Calendar Management
- Communication Handling
- Office Coordination
- Meeting and event Coordination
- Data Entry and Record Keeping
- Document Preparation
- Client and Visitor Relation
- Problem Solving
- Confidentiality and Discretion

Loan Structuring Pty Ltd

2020 - 2024

Virtual Administrative Assistant

- Working with the wider development team.
- Maintained positive work ethic and commitment to provide excellent service.
- Improve operations efficiency and client satisfaction.
- Manage heavy load administrative tasks with accuracy.
- Setting up appointments.
- Extract weekly rulings from ATO using Mailchimp.

Operations Manager

2018 - 2020

Hello El Nido

- Working with the wider development team.
- Monitor day to day operation.
- Manage 4 departments ( Travel & Tours agency, laundry shops, cleaning materials supplies (Sales) and accommodations).
- Organize and plan essential central services
- Open new branch of laundry shops
- Develop and maintain strong relationships with partners, agencies, and vendors to support marketing initiatives.
- Monitor and maintain brand consistency across all marketing channels and materials.

House of Wealth

2016 - 2018

Administrative Staff

- Working with the wider development team.
- Email handling.
- Process client's documents using Docusign.
- Manage to relocate the office to new location.