



MARY GRACE PATIO

Executive Virtual Assistant

WORK EXPERIENCE

SEO Staff

QCKBOT | Feb 2023

Texas - Remote

- Delegate tasks to the operations team.
- Create outlines for blogs.
- Generate AI-driven blog content for various clients.
- Ensure timely delivery of deliverables.
- Monitor tasks of the operations team.
- Provide assistance with editing and formatting for creative teams.

General Admin | Executive Assistant

Van Law Firm | July 2020 - August 2022

Las Vegas, Nevada - Remote

- Scheduled and coordinated meetings, appointments, and social activities.
- Managed email accounts and communication channels.
- Provided personal assistance, including online shopping and bill payments.
- Maintained a detailed calendar and schedule for the CEO.
- Coordinated travel arrangements, including flights, car rentals, and hotel accommodations.
- Offered administrative support to all departments as needed.

Data Encoder / Trainor

Media Track S.E.A Inc. | Oct 2013 - Mar 2021

Singapore - Remote

- Converted newspapers and magazines into high-quality text files.
- Processed audio-visual clips into searchable text files.
- Prepared learning materials for programs.
- Trained and guided new employees.
- Conducted onboarding and orientation for new employees.

CONTACT

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SKILLS

- Administrative task
- Social Media Management
- Data Entry and Processing
- Email Handling
- Lead Generation
- Basic Graphic Design
- Basic Video Editing
- Research
- E-Commerce
- Basic Web Design
- Travel Booking

TOOLS

- Otter
- Filevine
- Trello
- Airtable
- Dialpad
- Nitro
- Dropbox
- Google Workspace
- Canva
- Affinity
- Zoom
- Slack
- Chatgpt

EDUCATION

High School

Dapdap High School
2003

Computer Science

Asian Institute of Computer Studies
2003 - Undergrad

TRAININGS

Finishing Course for Call Center Agents

Tesda Bamban
2014

- This course trained us to communicate effectively and render quality services

General Virtual Assistance

Filipino Virtual Assistance
2019

- This course provides basic training on how to start as general virtual assistant

Digital Skills Training

Virtualahan Inc.
October 2022 - December 2022

- This course provides an intensive training to develop your digital skills.

List of awards

- Best in E-Commerce
- Best in Content Writing
- Best in Lead Generation

WORK EXPERIENCE

Front Desk Clerk

The Red Tulip Hotel | Oct 2006 - Feb 2007
Angeles City - On Site

- Provided excellent customer service and welcomed guests.
- Addressed client inquiries and incoming calls.
- Managed room reservations, rentals, and sales.
- Monitored and replenished office supplies.
- Created reports on sales and guest invoices.

Front Desk Clerk

Black Jack Inn | Sept 2005 - Sept 2006
Angeles City - On Site

- Delivered exceptional customer service to hotel guests.
- Responded to client inquiries and managed phone calls.
- Maintained inventory and ordered office supplies.
- Handled guest invoicing and managed room reservations.

Data Encoder

Nanox Philippines | Mar 2007 - Feb 2008
Clark Special Economic Zone - On Site

- Accurately and efficiently encoded data for organization and record-keeping purposes.
- Checked and controlled documents used in production.
- Generated data reports for end-of-duty output and input.
- Verified and updated employee attendance records.

Secretary/Warehouse Clerk

Luven Marketing | March 2004 - March 2005
Mabalacat, Pampanga - On Site

- Oversaw purchase orders and deliveries.
- Monitored and restocked supplies as necessary.
- Picked and packed customer orders.
- Managed warehouse inventory.
- Handled phone calls and directed them accordingly.
- Conducted merchandise audits and prepared reports.