



 09658917167

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 Poblacion, Aloguinsan,
Cebu 6036, Philippines

Education

Bachelor of Science in Information Technology

CTU-Barili
2022-2023

Bachelor in Elementary Education

CTU-Barili
2017 - 2018 | Undergraduate

Expertise

- Data Entry & File Organization
- Customer Service & Client Support
- Social Media & Content Management (Facebook, Instagram, Canva)
- Microsoft Office Suite & Google Workspace
- Task & Project Management (Trello, Asana)
- Communication & Interpersonal Skills
- Basic Accounting / Invoice Management

Language

English
Filipino/Cebuano – Native

MARY JANE HINAYAS

Virtual Assistant

Profile

Organized and detail-oriented Virtual Assistant skilled in providing administrative and operational support to businesses and professionals. Proficient in managing schedules, email correspondence, data entry, client communication, and task coordination. Adept at using digital tools to enhance productivity and efficiency, ensuring smooth daily operations.

Work Experience

2026

Wise Word English Academy

ESL Teacher

- Provided one-on-one lessons for children and adults.
- Taught vocabulary, pronunciation, and basic English tailored to each student.
- Created engaging lessons and boosted students' confidence in speaking.

2024

Gleam Signage Printing Services Corp.

Executive Assistant to Manager

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2026

- Managed schedules, appointments, and correspondence efficiently.
- Coordinated meetings and communications between teams.
- Built clear communication, multitasking, and time management skills through daily responsibilities.

2023

Fundline Finance Corporation

Cash Custodian

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2024

- Coordinated with teams to ensure smooth financial operations.
- Handled client inquiries professionally.
- Developed communication, teamwork, and problem-solving skills.

2019

Private English Tutor

Aloguinsan, Cebu

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2021

- Provided one-on-one English lessons for children and adults.
- Created engaging lessons and adapted teaching methods to individual needs.
- Helped students build confidence in speaking through practice and feedback.