



# MILCAH ABIGAIL RONQUILLO

"Experienced professional transitioning into a **Virtual Assistant** role, leveraging skills in customer service, data management, and administrative operations. Proven ability to manage tasks with precision, support client needs, and maintain high standards of organization and efficiency, making me well-suited for a dynamic virtual environment."

## CONNECT



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facebook.com/milclapira/



linkedin.com/in/milcah-ronquillo



09760310299

## EDUCATION

2007  
BS Psychology Graduate  
Miriam College

## TECHNICAL SKILLS

- Customer Service
- Data Analysis
- Data Management Tools
- Quality Assurance
- Attention to Detail
- Report Writing

## TOOLS

- Google Apps
- Microsoft Office
- Trello
- Buffer
- Calendly
- ChatGPT

## RELEVANT JOB EXPERIENCE

MARCH 2022 - JULY 2024

Connected Women  
AI DATA ANNOTATOR

- Analyzed large datasets to uncover data parameters in developing predictive models of machine learning algorithms
- Sorted data and proofed source documents for accuracy prior to entry.
- Over-all monitoring of sectional tasks for quality assurance

APRIL 2011 - JULY 2019

Philippine National Police  
PSYCHOLOGIST II

- Provided psychological assessments, interviews, and face-to-face counseling
- Screened resumes and applications to identify suitable candidates for further consideration.
- Organize and conduct stress management seminars
- Developed interpersonal skills and conducted counseling sessions with clients

NOVEMBER 2010 - JANUARY 2011

Philippine National Bank  
JUNIOR SALES ASSOCIATE

- Managed daily operations of branch teller line including cash balancing activities.
- Assisted customers with routine inquiries regarding account information.
- Analyzed customer needs to determine appropriate banking services and products.

## REFERENCE

REV JACOB FORTES  
Pastor, FLJ

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Dgroup Leader, CCF

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