

PATRICIA ANN NICOLE J. TARIO

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Dependable Virtual Assistant with experience in administrative support, collections, and e-commerce. I help businesses save time, stay organized, and grow by delivering efficient solutions that improve workflows and customer satisfaction.

CORE SKILLS & TOOLS

- **Operations Support:** Calendar management, email handling, task organization, time management, adaptability, attention to detail
- **Customer & Business Support:** Client communication (email, phone, chat), payment collections & follow-ups, data entry, documentation, CRM updates, professionalism, reliability, problem-solving
- **E-Commerce & Marketing:** SEO product listings, social media content & ad support, order processing, inventory & logistics coordination, creativity, resourcefulness, growth mindset
- **Tools:** Google Workspace, Microsoft Office, Canva, Shopee Seller Center, E-commerce Dashboards, CRM Systems, Zoom, Slack, MS Teams, Notion, CapCut, Social Media Analytics

PROFESSIONAL EXPERIENCE

E-Commerce Assistant

Jan 2022 – Mar 2022

Shopee

- Improved store performance by optimizing SEO listings, streamlining order fulfillment, managing inventory, and responding quickly to customer inquiries, which boosted engagement, repeat sales, and campaign results.

Financial Admin & Collections Assistant

June 2018 – April 2019

Assiduous Lending Corp.

- Supported company operations by recovering overdue payments, organizing financial records, maintaining client databases, and ensuring professional communication, which strengthened cash flow, reduced errors, and built client trust.

EDUCATION & PROFESSIONAL DEVELOPMENT

- **Education:** Bachelor of Elementary Education – Generalist (2021 – Jun 2025) *San Mateo Municipal College, Rizal* | Accountancy, Business, and Management (Jun 2018 – Apr 2020) *Nuestra Señora De Guia Academy, Marikina*
- **Virtual Assistance & Business: Virtual Assistant Training** – Admin & Project Management (2022), Shopify Freelancing (2022), TESDA – Bookkeeping & Training Curriculum (2025)
- **Digital Marketing:** Social Media Management & Facebook Ads (2022), HP Life – AI for Beginners, Effective Presentation, Leadership (2025)
- **Teaching & Communication:** TEFL Certification (2024), Bayan Ko Titser Ko Program (2024), CEFR (EF SET) – C1 Advanced