



PATRICIA ANNE MANLISES

VIRTUAL ASSISTANT

CONTACT

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SAMPLE WORK

Data Entry - <https://www.dropbox.com/scl/fo/pgnst13y0w5wapv2jwphk/AEXtBMvNhMrN1GoMPSptYhE?rlkey=50ljhaz3f85abdu6z8nu1u8js&st=cy1vb5ii&dl=0>

Med VA - https://www.dropbox.com/scl/fo/jez53icgx2ue0ufrqt5ih/AJyBN4IG5x-GKPIkIYolq_I?rlkey=8m5ql9l3yghtzubiz48ymr8pl&st=g28vohsb&dl=0

General VA - <https://www.dropbox.com/scl/fi/ea9b8kc39r6j8tsv3zy7q/canva-presentation-va-portfolio.mp4?rlkey=kkn8slrrw9qgddk32oi0fb3ov&st=jruc84d5&dl=0>

WORK EXPERIENCE

Freelance General Transcriptionist – 3Play Media Inc. (2020 – 2025)

Successfully researched and transcribed over 1,000 hours of complex audio content for clients in legal, academic, and business fields. Maintained a consistent 99% accuracy rate when transcribing and verifying data, including exact spelling of names and technical terms. Managed multiple projects with strict deadlines, demonstrating strong organizational skills and reliability. Handled and protected confidential information with utmost discretion, ensuring secure document handling.

Virtual Assistant – Filipina Homebased Moms (Certified, 2025)

Virtual assistance for a local coffee shop. Managed and maintained social media pages across platforms like Facebook, Instagram, and TikTok. Created, curated, and scheduled daily content to keep audiences engaged and drive traffic. Used social media for marketing and to provide upselling support. where I handled content creation and management of social media platforms.

Medical VA – Surge Freelancing Marketplace (2024)

Medical virtual assistance for a healthcare professional. Handled calendar and email management, reception and scheduling patients for their online appointment, medical transcription, and medical coding.

E-Commerce VA – Filipina Homebased Moms (20219)

E-Commerce VA for an Amazon Store. Handled product research, sourcing, and listing, Amazon page management, Shopify store creation.

EDUCATION AND TRAINING

Certified E-Commerce VA – Filipina Homebased Moms, 2019

Certified Social Media VA – Filipina Homebased Moms, 2025

Certified Medical Virtual Assistant (HIPAA Certified)– Surge Freelancing Marketplace, 2024

Certified Medical Transcriptionist – Our Lady of Fatima University, 2007–2008

Bachelor of Science in Nursing – Our Lady of Fatima University, 2003–2005

CORE SKILLS

Data entry and online research

Fast and accurate typing, proofreading, and editing

Transcription and document creation

Google Workspace (Docs, Drive, Sheets, Gmail, Calendar)

Calendar and email management

Confidential information handling

Time management and project coordination

Content creation and management