



# RUEL ZAIMON FELISCUZO

Virtual Assistant

## ABOUT ME

Dedicated and detail-oriented Virtual Assistant with a strong background in administrative support and exceptional organizational skills. Proven ability to efficiently manage tasks, streamline processes, and provide remote assistance. Possess excellent communication skills and a commitment to maintaining confidentiality. Adaptable and tech-savvy, with a track record of successfully handling diverse administrative responsibilities. Eager to contribute virtual support to enhance operational efficiency and contribute to the success of your team.

## WORK EXPERIENCE

March 2023 - July 2023

Medicus Diagnostic Center- Tagum Branch

Medical Technologist- Hematology Head

- Accurately testing Blood Works on Hematology
- Phlebotomy
- Double Checking all the results coming from the hematology section before releasing to patients

August 2022 - March 2023

Mortgage Talking/ Real estate Ladies Rock-Boss Assistant.

Virtual Assistant- Social Media Manager/ Marketer/ Admin Assistant/ Graphic Designer

- Social Media Management
- Created infomercials, Educational Video Reels
- Appointment Setting
- Email Marketing
- Client and Customer Service
- Administrative Tasks
- Transcribing

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📍 Tagum City, Davao Del Norte, Philippines

## EDUCATION

### BACHELOR OF SCIENCE IN MEDICAL LABORATORY SCIENCE

Tagum Doctors College Inc.  
2018-2022

### SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS (STEM)

University of Mindanao Tagum College  
2016-2018  
With Honors

## SKILLS

- Communication Skills
- Team Collaboration,
- Time Management
- Problem Solving
- Adaptability
- Fast Learner
- Creativity
- Computer Savvy

## LANGUAGE

English

Filipino