



Kline Tamulong

VIRTUAL ASSISTANT

A Highly organized and detail-oriented virtual assistant with a strong background in providing comprehensive administrative support to busy professionals. Committed to delivering exceptional service and maintaining strict confidentiality.

Contact

Phone

+639109647041

Email

tamulongapplications@gmail.com

Education

2015-2019

Bachelor of Science in
Accountancy

University of Baguio

Expertise

- Adobe Photoshop
- Adobe Premiere Pro
- Asana
- Calendly
- Canva
- ClickUp
- Descript
- Evernote
- Figma
- Google Workspace
- Hubstaff
- Klaviyo
- Microsoft Office
- Monday.com
- Quickbooks
- Pipedrive
- Salesforce
- Slack
- WordPress
- Zoho
- Xero

Language

English

Experience

Analyst Academy

2021-2023

General Virtual Assistant

- Blog Content Creator
- Calendar coordination
- Consulting PowerPoint Presentation
- Copywriting
- Customer Relationship Management
- Data Entry
- Data reporting and analytics
- Project management
- SEO Research
- Social Media Management
- Video Editor

Career Principles

2022-2023

General Virtual Assistant

- Acting as a liaison between external contacts and internal team members
- Administrative Invoicing and Bookkeeping
- Appointment Setter
- Collaborate with cross-functional teams
- Graphic Designing
- Lead Generation
- Managing and organizing google drive
- Project management
- Recruitment assistance

Oddit

2022-2023

General Virtual Assistant

- Balance sheet reconciliations
- Customer Relationship Management
- Enter data into Quickbooks Desktop
- Inventory Record Excel
- Monthly revenue reconciliation
- Project Management
- Putting together and sending quotes
- Record Organizer