





SHERRY ANNE LOMIO

VIRTUAL ASSISTANT

Helping Business Owners Stay Organized and Focused on Growth

 Poblacion II, Naujan, Oriental Mindoro

 09694773963

 sheannelomio@gmail.com

Aspiring Virtual Assistant with strong organizational skills and attention to detail. Experienced in handling administrative tasks, customer service, and data management. Dedicated to helping business owners stay organized, efficient, and focused on growth

EXPERTISE

Data Entry	<div><div></div></div>
Email & Calendar Management	<div><div></div></div>
Canva (Basic Graphic Design)	<div><div></div></div>
Microsoft Office / Google	<div><div></div></div>
Workspace	<div><div></div></div>

REFERENCE

Jesabel Marasigan

Philippine National Police

jesabelfestine23@gmail.com

09270246565

EDUCATION

Bachelor of Science in
Business Administration
Major in Financial
Management

Lipa City Colleges | 2013

EXPERIENCE

Police Officer

Philippine National Police | October 2018 - present

- Handled reports, records, and official documents with accuracy.
- Assisted in scheduling, correspondence, and office communications.
- Provided administrative and clerical support to senior officers.

Bank Teller/Cashier

Progressive Rural Bank Inc. | 2013-2015

- Performed accurate data entry and maintained organized financial records.
- Handled daily reports, reconciliations, and transaction monitoring.
- Assisted clients with inquiries, ensuring clear communication and customer satisfaction.
- Applied strong attention to detail while managing confidential information.