





STELLA JANINE PARCON

VA | Admin Support | Photo Editor | Data Entry Specialist |

I am a licensed professional teacher and I have been working as a Virtual Assistant. I am very keen to improve and learn new skills. I have good communication skills which have enabled me to build a strong relationships with colleagues. I am hard-working, organised, efficient, and able to deliver consistently high results in challenging and pressurized work environments.

CONTACT

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TOOLS

- Microsoft Office
- Microsoft 365
- Slacks
- Asana
- Dubsado
- Kajabi
- Wix
- Samwhere Online
- Brilliant Directory
- Pabbly
- Kustomer
- Canva
- Adobe Photoshop
- Screen-o-matic
- Google Suite
- Dashlane
- Trello
- Lastpass
- Calendly

EDUCATION

Misamis University 2015 - 2019

Bachelor of Secondary Education
Major in Biology

WORK EXPERIENCE

SUBTITUTE TEACHER

Jan. - May 2023

- Monitor and evaluates students progress
- Undertakes activities to improve performance
- Counsels and guides students
- Conducts Action Plan

WING CAREERS

Sept - Jan. 2023

- Email Management (sending, responding and organizing emails)
- Calendar Management
- Google sheet sorting
- Send weekly reminders of meetings
- Backoffice clerical work:
- Website Management
- Providing remote assistance to business management professionals.

ATHENA BARROCAS

Aug. - Oct. 2022

- Editing flyers for every update and posting them to her Facebook
- Follow up with potential clients to buy a house
- Prospect new clients
- Set appointment for their meetings

SG SUPERNANNY

Nov - Jan. 2021

- Email Management ((sending, responding and organizing emails)
- Set an appointment for the clients for their one-on-one talk and for future meetings.
- Create a Newsletter every 2 weeks
- Do some admin jobs like processing clients and issuing invoices.

TWS CONSTRUCTION

Feb. - Sept. 2020

- Organize Google Drive
- Email Management (sending, responding and organizing emails)
- Create and Update Website
- Create a logo, company profile and brochure
- Research
- Data entry on spreadsheets set up files for estimates
- Calendar management
- Social Media Management (responding to comments and updating posts)