

About Me

As a dedicated virtual assistant, I bring a proven track record of providing seamless administrative support in remote environments. With a keen eye for detail and exceptional organizational skills, I excel in managing calendars, coordinating meetings, and handling communication with efficiency. Proficient in utilizing various collaboration tools, I am adept at maintaining a structured and productive virtual workspace. My commitment to confidentiality, strong communication abilities, and a proactive approach make me a reliable virtual assistant capable of enhancing workflow and ensuring the smooth operation of tasks in a remote setting.

Experience

ConnectOS 2023/ Debt Recovery

Administrative Assistant/ Personal Assistant
Assists Director from UK in daily tasks like Data Entry, Meeting transcriptions, Email and Calendar management, etc.

Premier Beauty Brand 2022 / Cosmetic

Lead Generation Specialist

Collects and evaluates potential sales opportunities, building a list through spreadsheets and/or microsoft offices. I also do minimal email marketing for the client.

Member of Engagement Team, tasked to plan and implement the department's activities.

Legato Health Technologies 2021- 2022 / Healthcare

Utilization Management Representative 1

Receive inbound calls and/or fax from Providers (medical professionals), assisting them in creating a prior-authorizations for the procedure of the insurance member/s, eligibility check, and insurance verification.

Data entry, document management, and email and calendar management

Bluebean Inc. 2019 / Advertising Magazine

International Call center agent

Do outbound calls to business professionals from USA and California. We are tasked to complete the given survey in exchange for a free magazine.

Education

2015- 2022

University of Rizal System Bachelor of Science in Civil Engineering

Reference

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VIRTUAL ASSISTANT

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Softwares

- Asana
- Microsoft Offices
- Google Workspace
- Asana
- Brevo
- Autocad
- Slack

Skills

- Problem Solving
- Creativity
- Administration and Management
- Very Organized
- Critical Thinking

Expertise

- Calendar and Email Management
- Graphic Design
- Lead Generation
- Phone calls
- Admin Support
- Construction Technicals