



YNA CARLA L. FANUGAO



09686641794



car.fanugaoyna@gmail.com



144 Purok 1 Sitio Tabon, Malis, Guiguinto, Bulacan, Philippines

ABOUT ME

A dedicated and versatile with three years of experience handling administrative tasks, customer service, e-commerce support, email and calendar management, data entry, and social media assistance. Seeking a job opportunity where I can apply my multitasking abilities, strong communication skills, and reliability to support business operations and contribute to company success.

EDUCATION

• 2021 - 2025

Malolos, Bulacan

BULACAN STATE UNIVERSITY

• Bachelor of Science in Psychology

• 2018 - 2020

Malolos, Bulacan

LA CONSOLACION UNIVERSITY OF THE PHILIPPINES

• Senior High School

• 2014 - 2018

Guiguinto, Bulacan

GUIGUINTO NATIONAL VOCATIONAL HIGHSCHOOL

• Junior High School

• 2013 - 2014

Guiguinto, Bulacan

GUIGUINTO CENTRAL SCHOOL

• Primary

EXPERIENCE

• 2021 - 2022

AV DE ASIS JEWELRY - JEWELRY STAFF

• Developed strong customer service and sales skills through daily interaction with diverse clients, while demonstrating attention to detail in handling valuable jewelry items and maintaining accurate inventory records. Worked collaboratively with team members to meet sales targets, support daily store operations, and consistently deliver a positive and professional in-store customer experience.

• 2023 - PESENT

VIRTUAL ASSISTANT

• Handling tasks like managing emails, scheduling, customer service, content creation, and personal assistance, all done remotely to support businesses or individuals.

SKILLS

- Computer Literate (Microsoft Word, Excel and PowerPoint)
- Creativity and critical thinking
- Task-oriented and hardworking
- Well-developed listening skills
- Ability to create a positive and inclusive learning environment.

REFERENCES

Sarah Christine Tan, MS, LPT, RPm, RGC

09231654829

Professor at Bulacan State University

John Jr. L. Torralba, RRT

09953816967

Radiologic Technologist

Arlene Crisostomo

09066905641

Business Owner