



RIZCIEL BACUNA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Bookkeeping
- Administrative
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design
- Video Editing
- E-commerce
- Virtual Assistance
- Social Media Management

PERSONAL PROFILE

I am an accomplished **Virtual Assistant** adept at overseeing various essential aspects such as bookkeeping, design, and product marketing. My professional journey has equipped me with diverse skills that I am eager to apply in a dynamic and innovative role.

WORK EXPERIENCE

BOOKKEEPER

Muhammad CPA & Associates, LLC | 2022 - Present

- Proficiently manage bookkeeping tasks using QuickBooks, including bank reconciliation, rule implementation, manual journaling, invoicing, and report generation.
- Oversee and engage audiences on Facebook and Instagram business pages, creating and scheduling posts to maintain active and responsive social media accounts.
- Create visually appealing graphics and content using Canva to enhance marketing materials, social media posts, and digital content.
- Execute administrative duties, including email correspondence, scheduling meetings, and ensuring effective communication across various channels.
- Provide comprehensive support across financial, social media, design, and administrative functions, showcasing versatile skills and adaptability in managing diverse tasks proficiently.

VIRTUAL ASSISTANT

Q and A Collections | 2022 - Present

- Oversee and manage Shopify and Amazon accounts, ensuring optimization of product listings, inventory management, and customer engagement to drive sales and enhance the online shopping experience.
- Create visually appealing graphics using design tools to elevate marketing materials, social media posts, and digital content.

FINTECH SOLUTIONS MANAGER

Machine Learning Intelligence | 2022

- Supervise and oversee the onboarding process for incoming and existing Fintech Solutions Specialists, ensuring seamless integration into roles and responsibilities.
- Provide coaching and mentorship to employees and newcomers, facilitating their professional development and growth within the organization.
- Lead the training initiatives, imparting expertise and guidance to enhance the skill sets of team members and new recruits.
- Develop and implement effective onboarding programs for new applicants, ensuring a comprehensive orientation to company policies, tools, and procedures.
- Act as a resource person for newcomers, offering support, guidance, and fostering a collaborative and productive work environment.

COMPANY NURSE

Supervalue, Inc. | 2011

- Deliver high-quality healthcare services to both employees and customers, ensuring their needs are met competently and satisfactorily.
- Support the Clinical Doctor in executing the Company's Health Program, assisting in its implementation and ensuring adherence to established protocols.
- Conduct orientations for newly hired or regularized employees, educating them on health benefits available within the company. Efficiently manage and maintain detailed records of employee health, ensuring accuracy and compliance with confidentiality standards.
- Prepare monthly reports summarizing healthcare-related data, contributing to informed decision-making and continuous improvement in healthcare provisions within the organization.



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TOOLS

QuickBooks Online

Xero

TaxDome

G Suite

Microsoft Office

Trello

Canva

Filmora

WordPress

Shopify

Amazon

DSers

Alibaba

EDUCATION HISTORY

Silverpoint Training Institute of Industrial Security, Inc.

- Bookkeeping NC3, 2024
- Leadership Award

Virtual Assistant University

- Virtual Assistant Training and Digital Marketing Course, 2021

De Los Santos - STI College

- Bachelor of Science in Nursing, 2008
- Member, Medical Missions and Outreach Program (MMOP)

University of the Philippines Los Baños

- Bachelor of Science in Mathematics, 2005
- Member, Society of Math Majors (SMM)
 - Head, Quarter Master and Finance Committee
 - Head, Membership Committee
 - Member, Finance Committee