



MA. ALMIRA ROCHA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Administrative Skills
- Organizational Skills
- Project Management
- Communication Skills
- Lead Generation
- Social Media Management
- Website Management
- Telemed / Medical Scribing

TOOLS

Microsoft Apps (Word, Excel, PowerPoint, Teams, Outlook, OneNote)
Google Workspace
Meta Business Suite
Trello
Canva
Wix
CapCut
Practice Fusion
JMP, Minitab, SAS

PERSONAL PROFILE

An **Executive Virtual Assistant** with extensive training and manufacturing experience in various tasks. Expert in managing calendars, coordinating meetings, handling confidential information, and performing administrative tasks. Proficient in using technology to boost productivity and provide outstanding service in dynamic environments. Capable of multitasking, attention to detail and steadfast dedication. Experienced in anticipating needs, solving problems quickly, and ensuring smooth workflows so executives can focus on key tasks.

WORK EXPERIENCE

PRODUCT MANAGER/ DATA ANALYST

Western Digital | 2010 - 2023

- Lead and manage all qualification build/project schedules.
- Collaborate and set meetings with the executive team and counterparts in US, China, Japan, and Thailand.
- Provides management and technical support
- Provide reports and documentation readiness of the product

I.T STAFF

Mirof Agency (Western Digital) | 2009 - 2010

- Validate SAP test scripts and assist all users for UAT

GENERAL AFFAIRS ASSISTANT

Ryonan Electric Phil. Corp. | 2007 - 2009

- Manage administrative tasks and indirect materials purchasing.
- Handles compliance of legal requirements, employee relations, and facilities concerns.

EDUCATION HISTORY

Colegio de San Juan de Letran - Calamba

- Bachelor of Science in Computer Engineering, 2007

CERTIFICATION

Virtual Assistant: Apprenticeship EA (Surge Marketplace: 2024), Medical VA (VA's of the Future: 2024), MVA & SMM (Surge Marketplace and VATP: 2023), Project Management 101 (MST Connect: 2023)

Six Sigma: Yellow Belt and Green Belt (2024)