



AIZA BALONZO-CARUMBA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Social Media Content Management
- Calendar Management
- Office Software
- Email Management
- Graphic Design

TOOLS

Trello
Google Suite
Microsoft Office
Microsoft Excel
Canva

PERSONAL PROFILE

A self-motivated and goal-oriented Administrative Assistant with 8 years of experience. Skilled in prioritizing and completing task independently. Knowledgeable in Microsoft Office and Google Forms.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT APPRENTICE

[Surge](#) | June 17, 2024 - Present

- Email Management
- Travel/Calendar Management
- Project Management
- Social Media Content Management

COLLECTIONS AND PURCHASING OFFICER

[GCF International Christian School, Inc.](#) | June 2017 - December 2023

Administrative Task:

- check and responds to general parents and students queries and concerns
- distributes general parent circulars
- distributes enrollment packets
- receives and processes student orders for books, supplies, and uniforms.
- creates reports related to enrollment and reservations
- facilitates documentary requirements of faculty and staff requested by service providers
- coordinates with and follows up on suppliers and service providers
- Creates and sends purchase orders (PO) as needed
- email management
- calendar management

Collections/Financial Assistant Task

- creates and distributes monthly, quarterly, semestral, and annual Statement of Accounts
- creates and distributes billing statements for non-tuition related fees
- monitors payment schedules for tuition, development, and reservation fees
- prepares and releases Acknowledgement, Provisional, and Official Receipts
- receives and records payments
- monitors incoming bank transactions for online payments
- creates daily collections report
- review and reconcile collections report with the Finance Officer

EDUCATION HISTORY

AMA Computer Learning Center - Baguio City

June 2007-May 2009

- Business Administration Management
- Meritorious Awardee

University of the Cordilleras

January 2004 - May 2007

- Business Administration Management
- Psychology