



# CANDACE MONTEMAYOR

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Procurement Process
- File Management
- Graphic Design
- Internet Research
- Office Software
- Apps
- Email and Calendar Management

## TOOLS

- Asana
- Canva
- Microsoft Office
- Google Workspace
- Notion
- Calendly
- Systeme.io
- Hubspot

## PERSONAL PROFILE

Detail-oriented virtual assistant with a decade of experience in administrative tasks, communication, and organizational skills. Proficient in procurement, report writing, and confidential information management. Committed to providing efficient and effective support.

## WORK EXPERIENCE

### VIRTUAL ASSISTANT APPRENTICE

[FHMoms Inc.](#) | Aug 2024- Sept 2024

- Streamlined admin tasks (email, calendar, files) to boost efficiency and productivity.
- Optimized research, lead gen, and design to drive business goals.

### PROCUREMENT OFFICER/TEACHER

[City Schools Division of Dasmariñas](#) | 2014 - 2024

- Supervised procurement processes
- Developed comprehensive and structured reports and documents
- Produced a series of concise memos and reports

### FREELANCE GRAPHIC DESIGNER

[Montemayor Creatives](#) | 2019-2020

- Created high-quality graphics for a variety of media
- Handled customer inquiries via multiple channels (email, phone, social media).

## EDUCATION HISTORY

[Polytechnic University of the Philippines- Open University System](#)

- Master of Arts in Education Management - Administration and Supervision, 2022

[Technological University of the Philippines- Cavite](#)

- Bachelor of Industrial Education- Computer Education, 2012
- President, Future Educators' Organization