



JAMES LEE PATATAG

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Strong Communication
- Data Entry
- Internet Research
- Office Software
- Customer Support
- Email Management
- Calendar Management
- Travel Management
- Multitasking
- Time Management
- Social Media Management

TOOLS

- Microsoft Office
- Google Workspace
- Salesforce
- Zoom
- Skype
- Slack
- Canva
- Dialer

PERSONAL PROFILE

I am your **Virtual Assistant** that will provide professional administrative, technical, or creative assistance remotely from a home office and can work independently.

WORK EXPERIENCE

VIRTUAL ASSISTANT (EXECUTIVE ASSISTANT)

[Trypineapple](#) | 2023 - 2024

- Email Management
- Calendar Management
- Administrative Task
- Organizing Reports and Files

PRODUCT SPECIALIST / CONSULTANT

[Thomson Reuters](#) | 2021 - 2022

- Handle calls related to software products
- Provide real time support for frontline agents
- Email support

VIRTUAL ASSISTANT

[Scalevirtually](#) | 2020 - 2021

- Data Entry
- Calendar Management
- Email Support & Management
- Travel Management
- Customer Support
- Social Media Management

EDUCATION HISTORY

[University of Perpetual Help](#)

- Bachelor of Science in Information Technology, 2017
- Member, Student Helpdesk