



CHRISTY GUMANAS

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Social Media Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Project Management
- Administrative Support
- Bookkeeping

TOOLS

- Trello
- Google Workspace
- Microsoft Excel
- Asana
- Canva
- Capcut
- Xero
- QuickBooks Online

PERSONAL PROFILE

I am a dedicated professional with experience in sales, inventory management, and digital content creation. Skilled in promoting products via social media and email, I've successfully increased brand visibility and sales. I am organized, proficient in Excel for data tracking, and excel at problem-solving and communication. I look forward to using my diverse skills to help clients achieve their goals while embracing new challenges.

WORK EXPERIENCE

BOOKKEEPER QUICKBOOKS ONLINE AND XERO INTERN

European Retail Services | 2024 - 2024

- Accounts Payable Management
- Accounts Receivable Management
- Generate Financial Reports
- Expense Tracking and Categorization
- Invoice Processing
- Bank Reconciliation
- Inventory Management

ASSOCIATE PRODUCT SPECIALIST

Davao Mobile Tech Incorporated | 2019 - 2021

- User experience data analysis
- Competitor product research
- Product presentation
- Customer needs assessment
- Product knowledge expansion
- Industry trend monitoring
- Sales data analysis

SALES ASSOCIATE AND INVENTORY CLERK

Dipolog Souvenir Hub | 2015 - 2016

- Customer service
- Complaint resolution
- Assisting product selection
- Inventory management
- Updating records
- Audits

EDUCATION HISTORY

Dipolog Medical Center College Foundation, Incorporated

- Bachelor of Secondary Education, 2020

Saint Vincent's College Incorporated

- Bachelor of Science in Computer Science, 2014