



# KRIS CAMELLE GONZALES

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

## TOOLS

- Canva
- Capcut
- Microsoft Office
- Google Workspace
- Calendly
- Todoist
- Trello
- Click-up
- Notion
- Apollo.io
- Social Media Platforms
- Oracle Accounting Software

## PERSONAL PROFILE

Experienced Virtual Assistant with a background in accounting, customer support, and administrative tasks. Proven ability to manage day-to-day operations, handle customer inquiries, and optimize team productivity. Skilled in various tools and platforms, eager to learn and adapt to new systems to enhance service quality.

## WORK EXPERIENCE

### GENERAL VIRTUAL ASSISTANT - INTERN

[Lucid Strategies](#) | June 2024 - July 2024

- Managed social media job postings, created job posters, and facilitated applicant outreach through pre-screening calls and emails.
- Led onboarding sessions, scheduled meetings and training, and provided internal support to employees and interns.
- Monitored the progress of new hires as part of the retention team and managed the offboarding process through exit interviews

### GENERAL VA/SOCIAL MEDIA MODERATOR

[GritPro VA Sevices](#) | June 2024

- Monitored and managed comments, reviews, and messages on clients' social media accounts utilizing NapoleonCat and Meta Business Suite features.

### SPECIAL ACCOUNTS STAFF (AR/AP)

[Decoarts Marketing Inc.](#) | February 2017 - August 2023

- Managed accounting tasks using ORACLE Accounting System.
- Handled billing and collection processes for customer and supplier accounts.
- Collaborated with cross-functional teams including accounting, legal, and operations for process optimization.

## EDUCATION HISTORY

[Christian Colleges of Southeast Asia](#)

- Bachelor of Science in Accountancy