



# RUSELLE LONTOC

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Proficient in Xero, QuickBooks Online
- Account Receivable/ Payable Management
- Financial Report Management
- Bank Reconciliation
- Administrative
- Lead Generation
- Appointment Setting

## TOOLS

QuickBooks Online  
Xero  
Google Workplace  
Microsoft Office  
Asana  
Trello  
Slack, Whats App  
Zoom, Skype, Google Meet  
Canva  
Snov.io  
Hunter.io

## PERSONAL PROFILE

### Dedicated and Detailed- Oriented Finance Virtual Assistant

“ I help business owners maintain accurate records and streamline administrative tasks, allowing them to focus on scaling their business and enjoy life beyond work. ”

## WORK EXPERIENCE

### FREELANCE BOOKKEEPER

[Yutovi Masterbytes Food Station](#) | January 2023 - September 2024

- Record daily financial transactions
- Maintaining and balancing ledgers
- Preparing basic financial reports
- Tax preparation

### FREELANCE VIRTUAL ASSISTANT

[COO JENNIFER JAIME SECURE STORAGE](#) | February 2021 - July 2023

- Efficiently coordinated executive schedules, meetings, and travel arrangements
- Conducted research and generated lists of prospective clients for the COO's other businesses.

### FREELANCER IN SALES AND MARKETING / TRAINOR | 2005 – 2020

- Established monthly, quarterly, and annual target for marketing executives
- Devising sales strategies to meet goals
- Developed training modules for new team members on presentation, prospecting, handling objections, closing, and follow up

## EDUCATION HISTORY

[Our Lady of Fatima University](#)

- Bachelor of Science in Physical Therapy

## CERTIFICATIONS

- QuickBooks Online Pro Advisor
- Xero Advisor Certified
- Xero Payroll Certified