



KIT ARCENO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Bookkeeping
- Email/Calendar Management
- Documentation
- CRM
- Data Analysis & Visualization
- Graphic Design

TOOLS

- Salesforce
- Lark Base
- Microsoft Sharepoint
- Google Suite
- ClickUp
- Quickbooks
- Collaboration Tools

PERSONAL PROFILE

A business operations specialist VA with 4 years of experience in managing remote teams and optimizing operational efficiency. Proficient in project management, process streamlining, and cross-functional leadership, with demonstrated expertise in bookkeeping, data analysis, and CRM.

WORK EXPERIENCE

PROJECT MANAGEMENT ASSOCIATE

[Excelerate](#) | August 2024 - Present

- Coordinate project plans, timelines, and resources, ensuring alignment with objectives and on-time delivery.
- Monitor and communicate project progress & addressing risks.

BOOKKEEPER

[Upper Carmen Credit Cooperative](#) | January - March 2024

- Monitored daily cash flow and maintained accurate financial records.
- Prepared and managed cash and cheque vouchers, reducing processing errors and streamlined procedures by automating repetitive tasks.
- Compiled and presented monthly financial statements.

PROJECT TEAM LEAD

[Lendistry](#) | August 2021-June 2024

- Managed and delivered 3 distinct grant programs, exemplifying exceptional customer relationship management.
- Led and mentored a total of 39 remote members.
- Crafted clear and impactful presentations and collaborated with cross-functional teams

EDUCATION HISTORY

[Capitol University](#)

- Master in Business Management, 2022