



CRIZELLE CANOZA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Office Software
- Email Management
- Calendar Management
- Accounts Payables
- Accounts Receivables
- Graphic Design
- Social Media Management
- Customer Service

TOOLS

Online QuickBooks
Microsoft Office
Google Workspace
Canva
Adobe Photoshop
Capcut
Meta Business Suite

PERSONAL PROFILE

I am a hardworking, detail-oriented, highly organized, and team player **Executive Virtual Assistant** with experience in various admin tasks, finance management, and graphic design. I am committed to providing excellent output to my clients, ensuring their satisfaction and success.

WORK EXPERIENCE

EXECUTIVE VIRTUAL ASSISTANT

Chempro Analytical Services Labs., Inc. | 2009-2021

- Accounts Payable management
 - Issuance of payment voucher
- Accounts Receivable management
 - Issuance of Invoice
 - Tracking of Account Receivables
- Email management
- Encoding and Data Entry
- Marketing Assistant
 - Maintain clients list
 - Customer service
 - Quotation preparation
- Quality Assurance Management
- Safety Officer
- Other tasks:
 - Travel arrangements for CEO
 - Company events coordinator

EDUCATION HISTORY

Surge Marketplace

- Surge Apprentice Program for Online Bookkeeping using Quickbooks
- Freelancing (Virtual Assistant) Course
- Graphic Design and Canva Features
- Associate Degree of Business and Information Management