



AELLA MAY JOY MONTEMAYOR

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Email Management
- Appointment Setting
- Calendar, & Travel Management
- Project Management
- Social Media Content Management

TOOLS

Microsoft Office
Google Workspace
Meta Business Suite
Facebook Ads Manager
Salesforce
Slack
Trello
Canva
Capcut

PERSONAL PROFILE

I'm highly skilled in providing efficient and effective executive support, allowing executives to focus on strategic priorities. My proven ability to streamline processes is demonstrated by my success in reducing meeting scheduling conflicts by 25% and increasing on-time attendance by 15%. I'm ready to contribute immediately.

WORK EXPERIENCE

EXECUTIVE VIRTUAL ASSISTANT | APPRENTICE [Surge Marketplace](#) | November 11-23, 2024

- I am a highly organized and efficient professional with a proven track record of success in managing diverse administrative and project-related tasks. I expertly streamline email communications, proactively schedule and coordinate appointments, meticulously plan and manage calendars and travel arrangements, effectively lead projects from initiation to completion, and create engaging social media content that enhances brand awareness and engagement.

CASHIER

[Millennial Resorts Corporation](#) | September 2023- January 2024

- Effectively assisted my Accounting Officer process Accounts Payables & Receivables, Collections, Sales, Petty Cash Fund, Office Supplies & Stock Inventory, and increased the company's commissions from our Concessionaires

TECHNICAL SUPPORT REPRESENTATIVE

[Teleperformance](#) | December 2022- February 2023

- I expertly managed over 40 daily customer calls, consistently achieving a 12-minute average handling time. This involved resolving complex issues, driving sales through strategic promotions, and meticulously documenting every interaction. I prioritized data security and maintained strict confidentiality throughout, ensuring all sensitive information remained protected. My proactive approach and commitment to efficiency consistently exceeded expectations.

EDUCATION HISTORY

[University of Mindanao Peñaplata College](#)

Bachelor of Financial Management,
Cum Laude 2022