



# LUHERNA FIGUEROA

VIRTUAL ASSISTANT



## SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Graphic Design
- Office Software
- Basic
- Bookkeeping
- Calendar Setting

## TOOLS

- Trello Canva
- Microsoft Office
- Microsoft Excel
- Meta Business Suite
- Zoho
- Xero
- Google Drive

## PERSONAL PROFILE

My proficiency in administration for eighteen years refined my abilities and dependability, enabling me to continually provide outstanding support that optimizes workflow and fosters achievement. I'm sure I can provide your team the same commitment and knowledge.

## WORK EXPERIENCE

### FREELANCE FINANCIAL ADVISOR

**Manulife Philippines | 2023 - Present**

- Assist clients in achieving their financial goals by meeting with them
- Offering personalized financial advice and guidance, conducting in-depth analyses of their needs and risk tolerance.
- Crafting customized financial plans, and evaluating their investment portfolios.

### DATA ANALYST

**Office Partners 360-June | 2023 - March 2024**

- Interpreting data, analyzing results using statistical techniques.
- Developing and implementing data analyses
- data collection systems and other strategies that optimize statistical efficiency and quality.

### PARTIME PROJECT CONSULTANT

**4C Technologies Inc. , Houston, USA -Dec. | 2022 - April 2023**

- Responsible for the full project procurement life cycle. Identifying and analyzing
- potential projects with competitor and commercial assessment, pre-qualifications, and client communication, all the way through to advising and assisting in the preparation and submission of winning bids.

### VIRTUAL ASSISTANT

**eStorm Australia Pty. Limited-Feb. 2021- | - April 2022**

- Administrative tasks such as filing, invoicing, billing, preparing Purchase Order using Xero tools, and weekly/monthly reports.
- Emails Management

### PURCHASING SPECIALIST

**Bechtel Australia Pty. Limited-Oct. 2012- | - Dec. 2016**

- Expedite project materials and equipment, ensuring timely delivery by coordinating with suppliers, monitoring progress, and managing budgets.
- data input, budget assessment, and maintaining communication with suppliers to secure engineering data, track production, and confirm shipments.

### LEGAL SECRETARY

**Al-Tamimi & Company Law Firm-Oct. 2011- | Sept. 2012**

- Handling administrative tasks like scheduling and communication.
- Providing legal support by drafting documents, conducting research, and attending court proceedings.
- Maintain confidentiality and utilize various software programs to keep the office running efficiently.



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## EDUCATION HISTORY

- Rizal Memorial Colleges  
Bachelor of Elementary Education -1988
- Surge Freelancing MarketPlace  
MasterClass Virtual Assistant