



TRISHA EUNICE CARBO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Project Management
- Data Entry
- Internet Research
- Office Software
- Email Marketing
- Appointment Setting

TOOLS

Asana
Trello
Google Drive
Zoho
Meta Business Suite

PERSONAL PROFILE

A meticulous professional with well-versed in providing quality administrative and customer service support through effectively handling remote office procedures and calls. Effectively able to meet set deadlines and process information through well-honed research skills.

WORK EXPERIENCE

EXECUTIVE VIRTUAL ASSISTANT

[HAMED ENERGY | JAN 2024 - MAR 2024](#)

- Handling Contract Objections & Failures.
- Processing Contracts between customers and suppliers via DocuSign.

ADMINISTRATIVE VIRTUAL ASSISTANT

[THE VYRAL | OCT 2022 - JUNE 2023](#)

- Work independently meeting quick turn-around times and deadlines.
- Handle different kinds of administrative tasks.

[THE HOST JOURNEY PODCAST | JAN 2022- AUG 2022](#)

- Transcribing podcast episodes and creating tasks document and checklist.
- Proofreading transcribe episodes from Temi.

EDUCATION HISTORY

University of Baguio

- Bachelor of Arts in English, 2019
- Cabinet Secretary, University Central Student Government
- Governor, English Department