



# JAKE BONGALON

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Project Management
- Proofreading
- Data Entry
- Internet Research
- Office Software
- Apps
- File Management
- Email Management

## TOOLS

Trello  
Canva  
Microsoft Office  
Google Workspace  
Slack

## PERSONAL PROFILE

An **Administrative Assistant** with 4 years experience in various tasks. A tech savvy and problem solver that you can count on. An assistant who is committed to producing high-quality work to fulfill the mission of helping the company save time to focus on income generating tasks.

## WORK EXPERIENCE

### FREELANCE VIRTUAL ASSISTANT

[Voll Ventures | 2022 - 2024](#)

- Maintained positive work ethic and commitment to providing excellent administrative services.
- Improve efficiency and organization.

### ADMINISTRATIVE ASSISTANT

[Tourism Promotions Board | 2019 – 2022](#)

- Administrative Support
- Files and Record Management
- Email Management

### EMAIL SUPPORT AGENT

[SPI Technologies Inc. | 2017 – 2018](#)

- Email Support
- Administrative Support
- Customer Service
- Files and Record Management

## EDUCATION HISTORY

[University of Perpetual Help - GMA Campus](#)

- Bachelor of Science in Commerce, 2011
- Academic Awardee

[Berms Virtual Academy - Real Estate Virtual Assistance Course](#)

[Surge Marketplace - Freelancing Virtual Assistance Course](#)

[Online Jobs Philippines - Ecommerce Course](#)