



NOEGIN MAGALLONA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Data Entry
- Product Specialist
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

Asana
Trello
Microsoft Office
Microsoft Excel
Amazon
Keepa
Canva
Google Workspace
Tawk.to
Gamma
Intercom

PERSONAL PROFILE

I'm a highly motivated individual driven by a passion for personal and professional growth. Dedicated to pursuing challenging opportunities and continuous learning, I strive to excel in my career.

WORK EXPERIENCE

GENERAL VIRTUAL ASSISTANT - DATA ENTRY

[VA House Incorporated](#) | May 2023 - June 2024

- Maintain and organize up-to-date records of all entered data.
- Prepare and compile reports as required by the teams or management.
- Input, update and verify data in the database with accuracy.

CUSTOMER SUPPORT ASSOCIATE

[EACONOMOY](#) | 2023 - Present

- Engage with customers through chat platforms to address inquiries, resolve issues and provide information about a product/service.
- Identify and troubleshoot customer issues efficiently.

EMAIL SUPPORT

[EACONOMY](#) | November 2023 - September 2024

- Respond to customer inquiries, concerns and requests via email in a professional and timely manner
- Provide accurate and detailed information about products/services.

EDUCATION HISTORY

[Mindanao State University](#) | 2010-2014

- Bachelor of Science Major in Entrepreneurial Marketing