

MA. NOELA ARRIESGADO

VIRTUAL ASSISTANT



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Brgy. San Juan Cainta Rizal

[https://ella-va-
creation.mystrikingly.com/](https://ella-va-creation.mystrikingly.com/)

SKILLS

- Administrative Support
- Email Management
- Calendar Management
- Data Entry
- Customer Service
- Social Media Management
- Proficient in Microsoft Office Suite and Google Workspace
- Attention to Detail
- Time Management

EDUCATION

ACCOUNTANCY BUSINESS
MANAGEMENT

APEC School Taytay

2016-2017

LANGUAGE

English

Filipino

PROFILE

With a strong yearning to embark on a profession as General Virtual Assistant, an excited and zealous person. Just finished huge training in activities administration, organization and multitasking. Excited about using the skills learned to give exceptional back up in remote working environment.

EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE

Callwerks Solution Inc.

April - September 2018

- Provided top-notch customer service.
- Efficiently managed high volumes of calls and emails.
- Clear communication of complex information.
- Improved processes through collaboration.
- Consistently met or exceeded targets.

SOCIAL MEDIA MANAGER

Hugot-Pagibig

2015

- Engaged with audience and responded to inquiries.
- Developed and executed social media strategies.
- Stayed updated on industry trends.

CERTIFICATION

GENERAL VIRTUAL ASSISTANT TRAINING
PROGRAM

SMILE I.T LAB - Tech

March 18, 2024 - March 27, 2024