



Objective

Seeking to obtain a pleasing highly personable and challenging career as a virtual assistant in a growth-oriented company that promotes a team environment and reaching the highest possible standards satisfaction. Benefiting from the experience within the trainings and professional experience provided in your company that has required the ability to think on one's feet, dealing with challenges and concerns from all types of clients. Possessing a determined approach in coping with workloads and the ability to operate in proper patients handling situations.

Qualifications Summary

- Versatile, confident and with pleasing personality.
- With Leadership and Management skills experienced as an academe student leader and university events' organizer.
- Expert in the structure and content of the English language (writing, public speaking and comprehension).
- Very attentive, giving full attention to client, taking time to understand the points being made, asking questions as appropriate, and conveying empathy.
- Outstanding in establishing rapport and interpersonal skills.
- Flexibility on work shifts to compensate with the work schedules and duties being task to do.
- Goal oriented and resourceful enough to cater patients' concerns at any cost and situations.
- Advance beginner in terms of experience, gained competence through facts and related virtual assisting exposures.
- Technically inclined with Microsoft office, adobe photoshop CS5, Sony Vegas Video editing, Artisteer 3, SENuke X and TheBestSpinner softwares.

Education

2007-2011	Bachelor of Science in Nursing University of Southern Mindanao Kabacan, Cotabato, 9407
2003-2007	Digos City National High School Digos City, 8002
1997-2003	Ramon Magsaysay Central Elementary School Digos City, 8002

Seminar/Trainings Attended:

- ACLS and Emergency Medical Technicians training (2012)
- Advance IntraVenous Therapy Training (2012)
- Geriatric Nursing Exposure -Tagum Home for the Aged (2010);
- Psychiatric Nursing Exposure –Medical Center-Mental Hospital (2010);
- Community Organizing Participatory Action Research (2011);
- Basic Life Support-CPR training and fire drill (2010);
- Job Enabling English Proficiency (Automated English Language Training);
- Group Growth Program Seminar (Peer counselor);
- USM Students Organizations Policy Orientation Leadership Seminar (Senator);
- Basic Leadership Training – Red Cross Youth;
- Leadership Workshop, Team Building (2009-2010);
- Seminar on IV therapy and Drug Administration;
- Seminar on Schizophrenia (2010);
- USM Job Fair and PHIL-JOBNET 2011 (PESO); Job Information Seminar 2011;
- Clash of the ChemLords Competition and Seminar (2009);
- Seminar on Updates in Cardio-Pulmonary Resuscitation (2010);
- Seminar on Intensive Care Nursing (2011);
- Seminar on Wellness (2011)
- Seminar on Stress Management and Emotional Stability (2011);
- Seminar on Sexually Transmitted Diseases and its Management (2011);
- Seminar on Therapeutic Diet (2011);
- Seminar on Abortion: The Ethico-Legal Responsibility of Nurses (2011);
- Seminar on Hypertension Crisis (2011);
- Seminar on Drugs, Sex, Smoking and Alcoholism (2011).

Job History

- SEO, Article Writer and Spinner, Web designer (2012)
- Volunteer Nurse at Davao del Sur Provincial Hospital (up to present).
- Graphics and Layout Designer and Marketer at Graffitee Shirts and Prints, North Cotabato, Philippines (2009-2011).
- Volunteer at Philippine National Red Cross (2005 up to present)