

Christina

Virtual Administrative Assistant

Ma. Christina Gatanela

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Dear Hiring Manager,

I am interested in the position of Virtual Assistant as advertised on Facebook. I previously worked in an IT Company as a Sales Associate for almost 3+ years. Handling multiple vendors in the Quotations / Proposals team. I was one of the pioneers of this process in our company who flew to Singapore and successfully established it here in the Philippines. We worked on the process flow, quotations standardization, process documentation, and implementation. I believe that with those professional experiences and my values as an employee, I am a good candidate for the role that you are currently looking for.

Multi-tasking, fast paced environment, minimal supervision – those are few of the traits that have been instilled in me by working in the corporate world for almost 10+ years. Handling different roles like being an accounting assistant to customer service representative, has given me experiences in which will definitely be handy when it comes to the virtual online industry.

I am very much excited to grow with your company.

I have enclosed my resume and would be delighted to have an opportunity to demonstrate my skills and values. My mobile number is +63-927-458-5565 and my email address is gatanela.machristina@gmail.com.

Thank you for your time and consideration.

All the best,

Ma. Christina Gatanela