



# DHONNA E. AQUINO

GVA/Freelancer/Real Estate  
VA/Bookkeeper

## About Me

BS Nursing and BS Accountancy graduate. I can prove myself entirely satisfactory for your needs. I am most willing to honestly take the challenge and be an asset to the company if given the opportunity. I am also passionate, willing to learn, and capable of working under pressure. Undergoing training is an advantage for a newbie like me in a VA world.

## Work Experience

### Freelance Real Estate Agent

*Affiliates Tagum-Davao Projects/private owners who wants to sell their properties*

- Handles all concerns with regard to property queries cold callings, manages appointments
- Lead-generating potential clients
- preparing legal documents for clients
- managing social media accounts for posting and updating advertisements on properties for sale.

Sept.2022 up to present/ Apr. 2018 - Apr.2020/Sept. 2010 -Jan.2014

### Prod. Operator/Wirebond Programmer/SET-UP

*Advance Semiconductor Engineering Incorporated TAIWAN R.O.C.*

- Operates manual and automatic bonding machines, feeding raw materials into machines, setting up, monitoring and maintaining machines, doing minor repairs and testing for compliance.
- As a programmer, I made programs and worked closely with engineers
- Monitoring and testing before and after mass production of certain I.C.(Integrated circuits) chips to provide quality products.

June 1999 up to August 2005

### Secretary/Store Incharge

*The Gilded Expression/ The Apo View Hotel Davao*

- Administrative task
- Accepts inbound and outbound calls
- preparing documents sales reports and inventories

November 1998 - April 1999

## OJT/Trainings attended with certificates

*12-hours of General Virtual Assistant Training*

VIRTUAL ASSISTANT COMPANION PH

September 2023

*15-hour Quickbooks Adv. online training with bookkeeping*

FREELANCE ACADEMY/VIRTUAL ASSISTANT TRAINING

May 2023

*Accounting Department /on-the-job training*

LANDBANK of the PHILIPPINES /DAVAO CITY

June 1997 to November 1998

*\*Allow me to alleviate the burden  
of your shoulder\**

## Emails

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dhonnaaquino1977@gmail.com

## Address

Tagum City, DDN, Philippines

## Education

SY 2006-2008

*St. Dominic Savio College*

Bachelor of Science in Nursing

SY Sept.2005-March 2006

*Fil-Canadian Training and  
Development for Caregivers*

6 mos. caregiver course

SY 1994-1998

*The University of Mindanao*

Bachelor of Science in  
Accountancy

## Knowledgeable on

- Microsoft Office
- Gmail
- Zoom
- Canva
- Skype