



ABIGAIL CLAIRE C. GABITO

V I R T U A L A S S I S T A N T

CONTACT



09168575173



abigailclaire1998@gmail.com



Purok 10 Pantaron, Sto.
Tomas, Davao del Norte,
Philippines

SKILLS

- Costumer Service
- Time Management
- Wordpress
- Verbal & Written communication
- Team Building
- Leadership
- Positive Attitude
- Detail-Oriented
- Compassionate
- Critical Thinking
- Organize

LANGUAGE

English ● ● ● ● ● ● ● ●

Filipino ● ● ● ● ● ● ● ●

PROFESSIONAL PROFILE

Forward-thinking Virtual Assistant proficient in generating high-quality work. Highly organized, proactive and punctual with a team-oriented mentality. Service-oriented and performance-driven with a strong attention to detail, multitasking, and problem-solving activities.

EDUCATION

Bachelor of Secondary Education

Kapalong College of Agriculture, Sciences and Technology

- Major : English

EXPERIENCE

Private School Teacher

Saint Jude Academy of Mindanao Foundation Inc.

- June 2019 - October 2021

Cold Caller

Remax Vertex

- 6 months