

ABIGAIL NOL

Technology savvy and goal-oriented. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently.

WORK EXPERIENCE

GENERAL VIRTUAL ASSISTANT (PART-TIME)

2020-present

- Work alongside the founders/directors;
- Email management;
- Calendar management and organize meetings;
- Preparation and sending of contracts, newsletters, and meeting invitations through MailChimp and/or CRM;
- Process invoice, refund, and subscription cancellation;
- Perform bookkeeping by utilizing skills with Zoho Books;
- Research and article writing;
- Basic search engine optimization;
- Graphics creation (using Canva);
- Scheduling of social media posts;
- Web research;
- Email and social media outreach;
- Monthly reports and presentations;
- Create, maintain, record, and update the client's information in the database;
- Ad hoc tasks.

ADMINISTRATIVE SERVICES OFFICER

National Commission for Culture and the Arts | June 2021 – May 2022

- Worked alongside the Unit Head;
- Monitored incoming and outgoing communications of the Section;
- Received, recorded, released, routed, and filed/maintained file folders of communications, reports, and other documents;
- Handled general inquiries from internal and external clients;
- Organized meetings and managed appointments/schedules of the Section Head;
- Attended and took minutes of meetings;
- Prepared travel authorization for government officials traveling abroad;
- Participated in relevant program planning, as well as projects development and implementation;
- Represented the Section in relevant administrative committees/agency working groups;
- Managed and liquidated cash advances relevant to petty cash expenses of the Section;
- Performed other functions necessary for the exigency of service and the achievement of Section tasks.

EDUCATION

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION MAJOR IN OFFICE MANAGEMENT

Rizal Technological University | 2009 - 2014

Graduated Academic Scholar

Dean's Lister

CONTACT



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PROFESSIONAL SKILLS

- Comfortable in verbal and written communication
- Email, social media, and calendar management
- Billing and record-keeping
- Basic photo editing
- Comfortable with different technology: MS Teams, Trello, Asana, Monday, ClickUp, MailChimp, Canva, Zoho (CRM Tool), Zoho Books, Google Suite, Facebook Business Suite, Frase, Slack, Dropbox, LastPass, and Zoom.

PERSONAL SKILLS

- Creative spirit
- Reliable and professional
- Organized
- Time management
- Team player
- Fast learner
- Motivated
- Confidentiality in handling sensitive information

TRAININGS

- Digital Marketing | 2020
- Social Media Workshop | 2020
- Search Engine Optimization | 2020
- Bookkeeping (NCIII) | 2017
- Career Service Sub-Professional Examination | 2013