



# KATHERINE F. BLANCO

VIRTUAL ASSISTANT | ADMINISTRATIVE ASSISTANT  
PROJECT MANAGER

## SKILLS

- Project Management
- Status Report
- Data Gathering
- Planning and Implementation
- Problem-Solving
- Computer Literacy
- Project Documentation
- Strong Communication
- Analytical Thinking
- Time Management
- Multi-tasking
- Organize
- Resourceful

## EDUCATION

**BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION  
MAJOR IN MARKETING**

Central Luzon State University,  
2005

## PROFILE

I am a qualified and professional virtual/administrative assistant and project manager with more than 16 years of experience in administrative works and project management. Strong creative and analytical skills. Team player with an eye for detail.

## EXPERIENCE

### PATIENT CARE ADVISOR -VIRTUAL ASSISTANT

Pandia Health  
April 2021 - Present

- Acts as doctor's assistant.
- Assist patients on their online prescription; answer their inquiries and facilitate their refills until renewal.
- Updates daily spreadsheet and status of each patients profile.

### ADMINISTRATIVE ASSISTANT III

PHILMECH (PHILIPPINE CENTER FOR POSTHARVEST  
DEVELOPMENT AND MECHANIZATION

September 2018 - April 2021

- Conduct day-to-day project coordination, planning and implementation across multiple teams.
- Create functional and technical application documents.
- Coordinates and documents division meetings and undertakes follow up of action needed.

### PROJECT MANAGER | CUSTOMER SERVICE REPRESENTATIVE

Alorica

Septmeber 2006 - February 2017

- Proactively coordinates and assists in management of project lifecycle of various products while providing support for clients and ensuring service commitments
- Serves as liaison between various departments and business units.
- Identifies, tracks, monitors and manages situations that require increased awareness and swift action,
- Handled the account activation, billing concerns and feature services.
- Held responsible for troubleshooting phone and system issues.



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