



CRYSTEL ACOSTA

VIRTUAL ASSISTANT



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Unit B-2412, Lanceville
Subdivision, Malagasang 2A,
Imus Cavite, Philippines 4102

EDUCATION

Bachelor of Science in Accountancy

Lyceum of the Philippines University
2015

University of Perpetual Help System Dalta
2012 – 2015

High School Diploma

University of La Salette
2008 – 2012

SKILLS

- Research and Data Management
- Effective Communication Skills
- Expertise in Google Workspace and Microsoft Office
- Detail-Oriented & Deadline-Focused
- Quick Learner and Adaptable

LANGUAGE

- Advanced English
- Filipino

About Me

Motivated professional with 8+ years of diverse experience in virtual assistance, real estate coordination, and customer service. Eager to leverage my strong organizational skills, attention to detail, and ability to manage multiple tasks independently in a Research Assistant role. Passionate about learning and committed to delivering quality results on time.

WORK EXPERIENCE

Real Estate | 2021 – 2024

Real Estate Virtual Assistant

- Managed property listings, including data entry, research, and marketing.
- Handled property listings, including research, marketing, and data entry.
- Executed administrative tasks like scheduling, email management, and client communication.
- Maintained CRM systems to improve operations and client tracking.

Non-Profit Organization | 2024

Research Assistant

- Worked as a research assistant to help secure sponsorships for the organization.
- Organized contacts for talents, collecting names, phone numbers, and email addresses.

BPO Companies | 2016 – 2021

Call Center Agent

- Delivered customer service and technical support via phone, chat, and email.
- Resolved issues efficiently while exceeding satisfaction targets.
- Adapted quickly to new systems, consistently surpassing performance goals.

REFERENCES

Available upon request.