

Davewin Alexis Closa

VIRTUAL ASSISTANT



SCHOOLS ATTENDED



BATANGAS STATE UNIVERSITY- BATANGAS

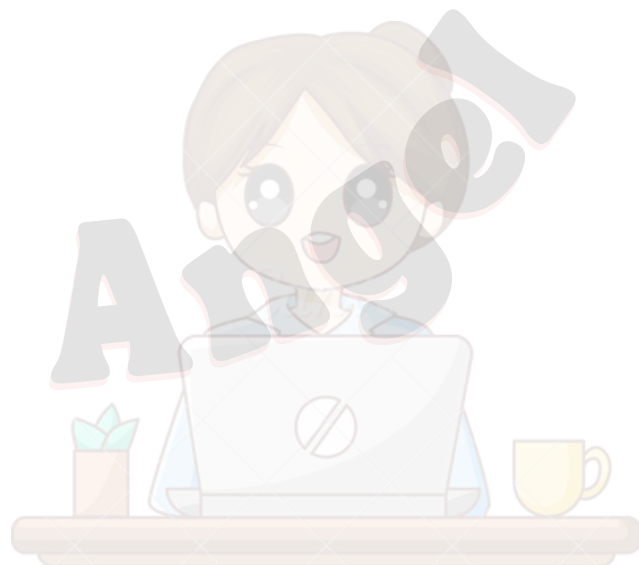
BACHELOR OF ARTS IN ENGLISH LANGUAGE
STUDIES | 2020-2024

- Knowledge in Language, Linguistics, Literature
- Skills in Communication, Writing, Grammar and Critical Thinking Skills

DAGATAN INTEGRATED NATIONAL HIGH SCHOOL

HUMANITIES AND SOCIAL SCIENCES | 2018-
2020

- Research skills, Creative Thinking, Empathy and Emotional Intelligence, Collaboration and Teamwork



EXECUTIVE SUMMARY

A meticulous professional with well-versed in providing quality administrative and customer service support through effectively handling remote office procedures and calls. Effectively able to meet set deadlines and process information through well-honed research skills.



SKILLS AND EXPERTISE

- E-mail handling and Email inbox optimization
- Calendar & Meeting Scheduling
- Research, Data Collection and Data Entry
- SMM (scheduling posts)
- Website post management
- Customer Support
- Google Suite: Drive, Docs, Sheets, Forms, Mail, Calendar, Slides
- MS Office (Word, Excel, PowerPoint, Outlook)
- Other administrative support.

CONTACT ME AT:



cdavewinalexis@gmail.com



+639 486 816 049



DAlexisClosa



Address: San Jose Sico,
Batangas City, 22000

VIRTUAL ASSISTANT CERTIFIED TRAINING



SOCIAL MEDIA MANAGEMENT:

Developed proficiency in social media management strategies, including content creation, scheduling, engagement, and analytics assessment.

GRAPHIC AND VIDEO CREATION USING CANVA:

Acquired skills in graphic and video design using Canva, including creating visually appealing content for various platforms and purposes.

DATA ENTRY:

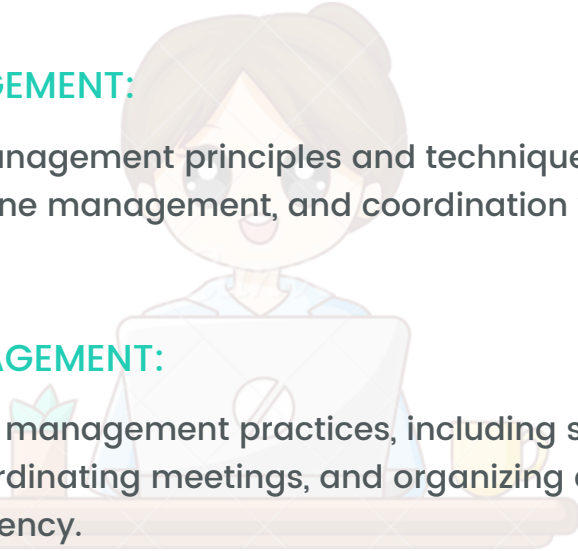
Demonstrated expertise in accurate and efficient data entry techniques, ensuring the integrity and organization of information.

PROJECT MANAGEMENT:

Learned project management principles and techniques, including task organization, timeline management, and coordination with team members.

CALENDAR MANAGEMENT:

Mastered calendar management practices, including scheduling appointments, coordinating meetings, and organizing events to optimize time efficiency.



with Angel