



MARY GRACE VILLARANTE

VIRTUAL ASSISTANT

WORK EXPERIENCE

Gabay at Lingkod Lending Investor Inc.

2019-2020

Sales Associate

- Assists customers and helps them make purchases.
- Perform various tasks related to sales, inventory management, and customer service.

Sanford Marketing Corporation-Amigo

June- Sept. 2022

Sales Clerk

- Primarily operates a cash register to process customer purchases.
- Assist customers in finding products and maintaining inventory..

CONTACT



+639755167665



dextervillarante436@gmail.com



Bangad, Cabanatuan City,
Nueva Ecija, Philippines

EXPERTISE

- Writing Skills
- Creativity
- Digital Marketing
- Active Listener

LANGUAGE

- English
- Filipino (Basic)

EDUCATION

Master in MS Office Application

AMA Computer Learning Center

Associate in Computer Technology

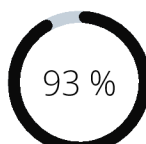
College for Research and Technology

Computer System Services NC II

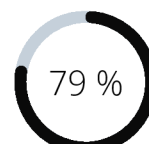
College for Research and Technology

SKILLS SUMMARY

Computer
Literate



Digital
Marketing



Creativity

