

MA. JOY QUINALE

6018 Quisumbing Street Camarin
Caloocan City 🏠
0975-424-6311 📞
lunasabella@gmail.com ✉️

Professional Summary


Detail-oriented and proactive Virtual Assistant with almost 2 years of experience in administrative support. Highly skilled in managing day-to-day operations, data entry, calendar management, email correspondence, and customer service. Adept at multitasking, improving workflow, and ensuring seamless communication in virtual work environments.


Skills


- ✚ Email Management
- ✚ Calendar Scheduling
- ✚ Data Entry and File Management
- ✚ Customer Support
- ✚ Microsoft Office Suite (Excel, Word, PowerPoint)
- ✚ Google Workspace (Docs, Sheets, Drive)
- ✚ Social Media Management
- ✚ CRM Software
- ✚ Research and Data Analysis
- ✚ Time Management

EDR

- ✚ General Admin Virtual Assistant
 - 07/2023- 03/2025
- ✚ Team Leader/Seasonal Operations Manager | COLLECTIVE SOLUTION INC
 - 06/2021-07/2023
 - Seasonal Operations Manager 04/2022-10/2022
- ✚ Utilization Management I | LEGATO HEALTH TECHNOLOGIES
 - 01/2021-06/2021
- ✚ Team Leader / Project Coach | AFNI PHILIPPINES INC
 - 03/2017 – 01/2021
 - Customer Service Representative 03/2017-12/2017
 - Team Leader 12/2017-12/2020

-  Customer Service Representative | [TELEPERFORMANCE](#)
 - 12/2015 – 03/2017

-  Customer Service Representative | [VCUSTOMER PHILIPPINES](#)
 - 09/2015 – 12/2015

-  Production Worker | [ELIXER MULTI-PURPOSE COOPERATIVE](#)
 - 02/2014 – 06/2015

Education

B.S. Computer Engineering | [Adamson University](#)
06/2006 – 04/2008
College Undergraduate