



Catherine T. Sanchez

VIRTUAL ASSISTANT

I have an experience working as an Assistant Team leader for the past years. I'am responsible in ensuring the accuracy and completed the task on time. And now I'm looking to expand my experience across different industries where I know I can grow as an individual, I can learn new skills and knowledge.

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Phase 2 Block 13 Lot 40

Reynaldo St. Xevera,

Mabalacat, Pampanga 2010

EDUCATION

Bachelor of Science Major in Computer Engineering

University of the East - Caloocan | 2005 - 2011

Skills

- Programming Languages - C Language, C++ Language, Basic knowledge in Assembly Language, Java programming, Visual Basic 6.0 and Microsoft Excel.
- Basic Knowledge in PC hardware and software Troubleshooting.
- Basic Knowledge in Networking System
- Proficient on using Microsoft Word, and Microsoft PowerPoint.

Experience

Virtual Assistant (VGL-Amazon Germany)

Cross Segment Solutions | Jan. 15, 2022 - September 27, 2024

- Adding Products in VGL website.
- Ensuring the data records are properly maintained
- Searching for top ranked products that can be added to the top ranked comparison table.
- Maintaining the quality and data of all the products added.

Data Entry

Earths Essentials | Jan. 15, 2021 - Nov. 15, 2021

- Entering customer and account data from source documents.
- Compiling, verifying and sorting information to prepare source data for computer entry.
- Maintains database by entering new and updated customer and account information.
- Secures information by completing data base backups.

Experience

Assistant Team Leader

2Success Inc. | Oct. 20, 2012 - March 20, 2020

- Managed a group of computer analyst, responsible in balancing their workload, ensuring quality of analysis, balancing their skill set with the complexity of the workload.
- Responsible in managing the logistics for banking customers and secured.
- As team leader, responsible in ensuring the team's output are properly reported on time.

MISD Assistant

University Of the East | May 16, 2012 - June 15, 2020

- Management Information Systems Department is basically responsible of all matters related to computer-based information systems of the University. The department is also in charge of the supervision and maintenance of computer facilities of the University, particularly those that are used by students, such as multimedia and the internet.

Accounting Staff

Aficionado/Signatures by Joel Cruz | Sept. 15, 2011 - Feb. 14, 2012

Maintain financial reports, records and general ledgers.

Prepares general ledgers entries by maintaining records and files; reconciling accounts. Filing of Daily Sales Report (DSR) of all aficionado branches and after filing does monthly report for all branches.

Reference

Ms. Jennifer Gomez
Freelancer/Virtual Assistant
09668866337

Ms. Maricel Pablo
Card Admin Supervisor
2 Success Inc.
Gt Tower International Makati City
09289924696

Mr. Arsenio de Guzman
AR/VR Sr Engineering Program Manager,
Facebook, Menlo Park, California, USA
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