

KEVIN LLOYD CANUT

VIRTUAL ASSISTANT



canutkevinlloyd@gmail.com



Navotas MNL, PH

SKILLS

Customer service
Admin task management
Technical support
Cold calling
Chat support
Appointment setting
Graphic design
Social media management
Legal client support assistant

EDUCATION

UNIVERSITY OF THE EAST
BS in Information Technology

MACARIO
High school

HEY I'M KEVIN

I'm a highly skilled virtual assistant with seven years of experience, dedicated to supporting businesses like yours.

EXPERIENCE

CONCENTRIX

Customer service and email support
Amazon.com (2014-2016)

CONVERGYS

Customer service, technical and field support
DISH Network (2016-2018)

VERSATEL

Lead qualifier for health insurance
(2018-2019)

HOT PROSPECTOR

Virtual assistant, real estate appointment setter
(2019-2020)

JEAN SAINTFERRY

Executive virtual assistant
(2020-2023)

PIERCE & PIERCE ATTORNEYS AT LAW

Client Support Assistant
(April - December 2024)

DOMUS MAXIMUS GROUP

Real estate cold calling
(April - June 2025)