



Queenie Marie Nocillado

VIRTUAL ASSISTANT

Supporting business leaders by refining processes, handling day-to-day tasks, and boosting overall operational performance

TOOLS

- Buffer
- Canva
- Photoshop
- Grammarly
- ChatGpt
- Seamless Ai
- Google Drive
- dropbox
- Google Docs
- Google Sheet
- Google Forms
- Microsoft Word
- Microsoft Excel
- Microsoft Ppt.
- Calendly
- Todoist
- trello
- Amazon Workmail
- Microsoft Outlook
- toggl track
- clockify

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EDUCATION

- 🎓 BS in Custom Administration

SOCIALS



SKILLS

- Social Media Management
- Graphic Design
- Lead Generation
- Customer Support
- Basic Admin tasks;
- Research
- Email Handling
- Calendar Management
- Database Management
- Document Creation
- Transcription
- Data Entry
- Photo/Video Editing

EXPERIENCE

- Virtual Assistant, 2025- Present
- HR and Admin Assistant, 2024- 2025
- Payroll Officer, 2023-2024
- Project Call Center (BPO), 2019- 2021
- Office Secretary, 2018 - 2019