



STEPHANIE RIZALA

VIRTUAL ASSISTANT

CONTACT

📞 +63 995 968 1137
✉️ steffrizala09@gmail.com
📍 Bulan, Sorsogon, Philippines

SKILLS&TOOLS

- Software Proficiency
- Administrative Tasks
- Customer Service
- Financial Accounting
- Bookkeeping
- Attention to Detail
- GoHighLevel
- Calendar Management
- CRM Tools
- Vical
- Sales Communication
- Cold Calling

LANGUAGES

- English

REFERENCE

Bec A. Balaguer
Registrar - SorSU
Phone: 09945756095
Email : sscbcregistrar@gmail.com

Cherry Ann Dela Rosa
Hunan Resource - PFDA
Phone: 09086279888
Email : opm_bfpc@pfda.gov.ph



PROFILE

Administrative and Finance professional with a robust background in sales. Adept at managing financial data, providing remote administrative support and handling appointment scheduling. I excel in leveraging my organizational, communication and analytical skills to drive results. Eager to contribute my expertise and passion for excellence to your team, delivering value and postering growth.



WORK EXPERIENCE

Philippine Fisheries Development Authority SEPT 2023 - DEC 2023
Budget/Finance Assistant

- Provides hands-on experience in financial management within an organizational setting while supporting the broader goals of efficient budget planning and execution.
- Managed payroll activities.
- Reviews and process invoices for payments.

Upwork Client (Home Care) Dec 2023 - Nov 2024
Administrative Virtual Assistant

- Manage calendar and email for my client. Resolving scheduling conflicts and ensuring efficient time management.
- Performed data entry and time management, maintaining accuracy and confidentiality.
- Provided customer support via email resolving inquiries and addressing concerns promptly and professionally.

Media Traffics Dec 2024 - Present
Telemarketer/Appointment Setter

- Conducted high-volume cold calling to identify and qualify potential leads, resulting in a 10% increase in lead generation.
- Proactively contacted prospective clients via cold calls to introduce services and schedule appointments for sales representatives
- Demonstrated exeptional communication and persuasion skills by proactively identifying and engaging potential clients.



EDUCATION

Bachelor of Science in Accounting Information System 2022 - 2024
Sorsogon State University - Bulan Campus

Bachelor of Science in Accountancy 2019-2022
Sorsogon State University - Main Campus