



CAMILLE JOY M. GONZALES



GENERAL VIRTUAL ASSISTANT

CONTACT ME AT

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CAREER GOALS

I provide excellent customer service, organizational skills and exceptional administrative experience to provide effective support to superiors and managers.

I aim to be able to anticipate your needs and a personal relationship will make this possible.

SKILLS SUMMARY

Data Entry in Word and Google Docs

Email Management / Filtering

Calendar Management

File Management

Hotel and Flight Bookings

Graphic Designing

PERSONAL PROFILE

Hard working, reliable and experienced young professional who is passionate about delivering and meeting customer deadlines and customer satisfactions.

Meticulous in my approach in data collection and presentation. I set up and maintain records, incorporating critical information and running high quality reports and analyses in the requisite style and format.

WORK EXPERIENCE

Executive Secretary (Office of the President and CEO) Robinsons Retail Holdings Inc. | June 26, 2018 - Aug. 1, 2020

- Arrange calendar for daily schedules and set up appointments.
- Create functional and administrative application documents like business travel papers and purchase orders.

Executive Secretary (Office of the Managing Director) JCM Cargo Network Corp. | Nov. 24, 2016 - Jan. 31, 2018

- Provide timely and complete distribution of agenda materials of the management meetings.
- Handle and screen incoming and outgoing calls & emails and determines what to be prioritized and alerts the personnel concerned accordingly.

EDUCATIONAL HISTORY

Lyceum of the Philippines University - Manila BS Customs Administration | June 2011 - Oct 2015

TRAININGS

- Freelancing Course by FVA Business Consultancy
September 2020 - present