



# ERLEE JOY P. ACOB

GENERAL VIRTUAL ASSISTANT

## EDUCATION:

UNIVERSITY OF THE EAST RAMON  
MAGSAYSAY MEMORIAL MEDICAL CENTER  
(2000-2002)  
BSPT (UNDERGRADUATE)

MARY CHILES COLLEGE  
(2002-2004)  
BSN 2004 (BACHELOR'S DEGREE)

## SKILLS

- TRANSCRIPTION
- CALENDAR MANAGEMENT
- EMAIL MANAGEMENT
- APPOINTMENT SETTING
- DATA ENTRY
- CANVA DESIGN
- CONTENT CREATION
- CONTENT SCHEDULING
- SOCIAL MEDIA MANAGEMENT

## CERTIFICATES:



Virtual assistant who provides administrative support. handles several responsibilities with professionalism and caution. I thrive in fast-paced workplaces and adapt rapidly to new challenges. I consider myself a creative problem-solver who anticipates demands. To maintain smooth operations, I collaborate with clients and team members using my strong written and verbal communication abilities. I want to exceed expectations as a virtual assistant to improve productivity and workflows.

