



BRANDY [Redacted]

Virtual Assistant

ABOUT ME

Dedicated and detail-oriented virtual assistant with 2 Years of experience supporting executives and entrepreneurs in administrative tasks, scheduling, email management, and project coordination.

- 📞 [Redacted]
- ✉️ [Redacted]
- 📍 [Redacted]

WORK EXPERIENCE

EDUCATION

Highschool Graduate

[Redacted]
2004-2008

EXPERTISE

- Data Management
- Graphic Design
- Video Editing
- Photo Editing
- Email Management
- Social Media
- Management
- AutoCad Sketchup
- Logo Design

LANGUAGE

- English
- Filipino
- Japanese

[Redacted]

CAD Operator
1.5 yrs experience

Reviewing and validating data for accuracy and consistency by:

- Checking Emails and Do some editing.
- Blueprinting
- Basic Designing And Basic Structural Design

[Redacted]

Employee
July 2019 - March 2024

- Aircon Installation
- Troubleshooting technical issues.
- Resolving customer complaints or concerns in a professional and courteous manner.

REFERENCES

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]