



## Klarence Forteza, Virtual Assistant

pahilahan pola oriental mindoro, 5206, Philippines, [09153613318](tel:09153613318),  
[fortezaklang021@gmail.com](mailto:fortezaklang021@gmail.com)

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### SUMMARY

Resourceful professional with experience in supervision, operations management, and administrative support. Proven ability to mentor staff, manage inventory, and assist with accounting tasks. Possesses strong organizational skills, time management, and excellent written and verbal communication. Equipped with a reliable internet connection and suitable remote workspace, ready to leverage these capabilities to efficiently support virtual assistant duties and contribute to team success.

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### WORK EXPERIENCE

- 06/2022 – 06/2025      **bakery supervisor**      leon quinto st. malate manila, philippines  
**tahilan study center**
- Supervised operations within a residential study center and dormitory catering to female students and professors in Manila.
  - Mentored and trained subordinate staff, fostering skill development and operational efficiency.
  - Assisted the manager with accounting tasks and inventory management.
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### EDUCATION

- 06/2017 – 04/2019      **habihan school**      west triangle quezon city, philippines  
**residential institute and service management, food and hospitality**
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### SKILLS

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| <b>Organizational Skills</b>         | <b>Ability to Work Independently</b>           |
| <b>Time Management</b>               | <b>Written and Verbal Communication Skills</b> |
| <b>Reliable Internet Connection</b>  | <b>Suitable Remote Workspace</b>               |
| <b>Social Media Management Tools</b> | <b>Bookkeeping or Accounting Tools</b>         |
| <b>Customer Support</b>              | <b>Client-Facing Roles</b>                     |