



ROVAN TROYO

Virtual Assistant

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OBJECTIVE

I'm looking a job at this company, where I can share my knowledge and skills.I am also looking forward to gain new abilities, increase my knowledge and utilize what I've learned as an employer.

EDUCATION

Bachelor of Science in Business Administration Major in Marketing Management

2024-2026

St. John Paul II College of Davao

Undergraduate

Secondary Education

2018-2023

Erico T. Nograles National High School

Primary Education

2011=2015

Magallanes Elementary School

EXPERIENCE

2023-2025

VXI Global Holdings

Account Associate

VXI Global Solutions is a fast-paced, high-energy experience where you're constantly at the front lines of customer service, tech support, or sales.

2025-2026

Six Eleven Global Solutions

Virtual Assistant

I'm the backbone of a real estate agent's daily operations. My role is a mix of admin support and marketing.

SKILLS

- Ability to handle pressure
- Self sufficient
- Willingness to learn
- Calendar & Inbox Management
- Good verbal and communication skills
- Attention to Detail