

LARISSA P. CABAL

caballarissa08@gmail.com | +63 9150152513 | Kibawe, Bukidnon, Philippines

LinkedIn URL : www.linkedin.com/in/larissa-cabal-581324368

Portfolio URL : <https://canva.link/jbx3cb8tsz3fej6>

PROFESSIONAL SUMMARY

General Virtual Assistant with 2+ years of experience providing administrative, customer support, operations, and executive assistance to online businesses and international clients. Skilled in email and calendar management, CRM management, data entry, customer communication, scheduling, workflow coordination, and backend administrative support. Experienced in handling fast-paced remote environments, managing multiple tasks efficiently, and supporting daily business operations using various digital tools and platforms. Known for being organized, detail-oriented, adaptable, proactive, and reliable.

KEY SKILLS

Virtual Assistance | Administrative Support | Executive Assistance | Customer Support | Email Management | Calendar Management | CRM Management | Data Entry | Scheduling | Order Processing | Workflow Coordination | Records Management | Customer Communication | eCommerce Support | File Management | Google Workspace | Microsoft Office | Airtable | Slack | Canva | Mailchimp | Meta Business Suite | Wix | LearnWorlds | Remote Collaboration

PROFESSIONAL EXPERIENCE

Customer Growth Staff (eCommerce)

Sparkling Jewels – Cagayan de Oro City | Oct 2025 – Apr 2026

- Managed high-volume customer inquiries through Meta Business Suite while maintaining excellent customer service and response quality*
- Assisted customers with product inquiries, order concerns, payment verification, and order updates*
- Processed orders, invoices, fulfillment tracking, and customer records using Airtable CRM and Google Sheets*
- Maintained organized tracking systems for customer orders, sales monitoring, and backend operations*
- Coordinated with suppliers regarding inventory updates, production timelines, and fulfillment concerns*
- Supported workflow coordination and daily team communication using Slack*
- Assisted during promotional campaigns and live selling events to support customer engagement and sales operations*

Administrative Aide (Finance & Records Support)

Municipal Treasurer's Office – LGU Kibawe | Jul 2024 – Jun 2025

- *Processed, tracked, and organized financial and administrative documents*
 - *Assisted with records management, document routing, and clerical support tasks*
 - *Maintained accurate filing systems and ensured proper documentation procedures*
 - *Provided administrative support within a fast-paced government office environment*
-

Virtual Assistant (Operations & Client Support)

Herba Meditari – Brisbane, Australia | Jun 2023 – Jun 2024

- *Managed email communication and client/student inquiries using Mailchimp and Google Workspace*
 - *Scheduled meetings, maintained calendars, and handled follow-ups*
 - *Assisted with online course management and website updates using LearnWorlds and Wix*
 - *Created digital materials and certificates using Canva and Adobe Photoshop*
 - *Maintained organized databases, spreadsheets, and files using Excel and Dropbox*
 - *Provided administrative and operational support for daily business activities*
-

Work Immersion Student Assistant

Philippine Statistics Authority – RSSO 10 | Nov 2018 – Dec 2018

- *Assisted in processing and organizing civil registry documents*
- *Supported records management and filing of official public documents*
- *Ensured proper handling and organization of sensitive government records*

TECH PROFICIENCY

Google Workspace | Microsoft Office | Airtable | Slack | Zoom | Google Meet | Canva | Mailchimp | Meta Business Suite | Wix | LearnWorlds | Dropbox | Adobe Photoshop | ChatGPT

EDUCATION

Bachelor of Arts in International Studies

Xavier University – Ateneo de Cagayan | Cagayan de Oro City, Philippines | 2020 – 2024

With Honors – Gusa Regional Science High School (2018–2019)

Class Valedictorian – Old Kibawe Elementary School (2012–2013)

CERTIFICATIONS

- **Digital Marketing Certification (Inbound Marketing, SEO, Social Media Strategy)**
– HubSpot Academy – 2026

REMOTE WORK READINESS

Internet: Primary: Globe Fiber Connection | Backup: PLDT WiFi Connection

Power Backup: UPS (Uninterruptible Power Supply) for short outages | Mobile hotspot backup for continuity

Equipment: MacBook Air M2 | Desktop (F4CCC7A) | HP Laptop 15-bs1xx | Headset for clear communication

Workspace: Dedicated home workspace | Quiet environment | Suitable for professional video calls.

Availability: Full-time | Flexible across US (EST/PST), UK (GMT), and AU (AEST) time zones

LANGUAGES

English: *[Fluent / Proficient]*

Filipino: *[Native / Fluent]*

Bisaya: *[Native / Fluent]*