

MARIE SOL CAPINPUYAN

VIRTUAL ASSISTANT



PHONE

+639552314927

E-MAIL

CAPINPUYANMS@GMAIL.COM

PROFILE SUMMARY

RELIABLE VIRTUAL ASSISTANT WITH EXPERIENCE IN ADMINISTRATIVE SUPPORT, DATA ANNOTATION, AND TRANSCRIPTION. SKILLED IN EMAIL MANAGEMENT, SCHEDULING, AND HANDLING ONLINE TASKS WITH ACCURACY AND EFFICIENCY. ORGANIZED, DETAIL-ORIENTED, AND COMMITTED TO DELIVERING QUALITY RESULTS IN A REMOTE WORK ENVIRONMENT.

SKILLS

- ADMINISTRATIVE SUPPORT
- EMAIL & CALENDAR MANAGEMENT
- DATA ENTRY & DATA ANNOTATION
- TRANSCRIPTION
- FILE ORGANIZATION & DOCUMENTATION
- GOOGLE WORKSPACE (DOCS, SHEETS, DRIVE)
- MICROSOFT OFFICE (WORD, EXCEL)

WORK EXPERIENCE

REVIEWER

REMOTASKS [2020-2025]

- RESPONSIBLE FOR REVIEWING TASKS SUBMITTED BY CONTRIBUTORS, ENSURING ACCURACY AND QUALITY BY MAKING NECESSARY CORRECTIONS BEFORE CLIENT DELIVERY.

VIRTUAL ASSISTANT

MOBE (MY OWN BUSINESS EDUCATION)
[2016- 2020]

- MANAGED EMAIL CORRESPONDENCE AND CLIENT COMMUNICATIONS, COORDINATED APPOINTMENT SCHEDULING, MAINTAINED AND UPDATED CRM SYSTEMS, PREPARED AND ORGANIZED SPREADSHEETS, ENSURED ACCURATE RECORD-KEEPING, AND RESPONDED TO CLIENT INQUIRIES WHILE HANDLING VARIOUS ADMINISTRATIVE TASKS ON A DAILY BASIS.

LANGUAGES

- ENGLISH
- TAGALOG

EDUCATION

BACHELOR OF SCIENCE IN EDUCATION
CAPITOL UNIVERSITY