

## LEAH BERMUDEZ GABRIDO

Pontevedra, Negros Occidental, Philippines

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LinkedIn: <https://www.linkedin.com/in/leah-gabrigo/>

**Open to Remote Work | Available Immediately**

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### PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant with experience in administrative support, recruitment coordination, and customer service in remote and international environments. Skilled in scheduling, candidate management, data entry, and client communication. Proficient in Google Workspace, CRM tools, and AI platforms. Known for accuracy, organization, and proactive communication.

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### CORE SKILLS

Administrative Support • Recruitment Coordination • Calendar Management • Email Communication • Data Entry • Document Management • Customer Support • Attention to Detail • Time Management

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### TECHNICAL SKILLS

Google Workspace • Microsoft Office • Zoom • Google Meet • Slack • Discord • Loom • Calendly • Trello • QuickBooks Online • Xero • ChatGPT • Canva • Grammarly

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### PROFESSIONAL EXPERIENCE

#### **Administrative Assistant / Recruitment & Visa Processing Specialist**

CAA Visa Consultancy (Remote) | Jul 2023 – Jan 2026

- Coordinated recruitment processes, including pre-screening and interview scheduling
- Communicated with candidates on application status and onboarding
- Processed visa applications with high accuracy and compliance
- Managed scheduling of embassy interviews and tracked timelines

#### **Office Clerk**

KYR International Manpower Services | May 2022 – Apr 2023

- Supported recruitment documentation and interview coordination
- Maintained accurate candidate records and performed data entry

**Technical Support Representative**

Concentrix | Jun 2022 – Aug 2022

- Resolved customer concerns via phone with strong problem-solving skills
- Handled high-volume inquiries and documented interactions

**Office In-Charge / Recruitment Coordinator**

Top Golden Modern Trading (Oman) | Dec 2015 – Aug 2019

- Managed full-cycle recruitment and candidate pipelines
  - Coordinated with clients and ensured accurate record-keeping
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**EDUCATION & CERTIFICATIONS**

E-Commerce Web Development (2-Year Program)

Institute of Manpower and Computer Technology

Certifications: QuickBooks Online • Xero • Bookkeeping • Virtual Assistant Training (2026)

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**LANGUAGES & SETUP**

English (Fluent) • Filipino (Native)

Reliable internet (50 Mbps) • Backup power & data • Dedicated home office