

JOSIELYN TORRES

General Virtual Assistant



CONTACT

📞 0964-7613-027

@ vajosielyntorres28@gmail.com

📍 Bataan, Philippines

EDUCATION

Limay Polytechnic College

Bachelor of Business Management
2020 - 2023

CORE COMPETENCIES

- HR & Administrative Operations
- Payroll Processing & Timekeeping
- Executive & Virtual Assistance
- Manpower Coordination
- Compliance & Permit Processing
- Document Control & Reporting
- Calendar & Email Management
- Vendor & Purchasing Coordination
- Safety Documentation
- Microsoft Office Suite
- Google Workspace
- Canva & Digital Productivity Tools

LANGUAGE

- Pilipino
- English

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- General Virtual Assistant training (2026)
- Decision Dynamics: Mastering Office Problem-Solving Skills (2024)
- Effective Admin Assistance Training (2024)
- HR Payroll & Government Compliance Training (2024)

TOOLS & PLATFORMS

Microsoft Word | Excel | PowerPoint | Google Docs | Google Sheets | Google Drive | Canva | Email Management | Data Entry Systems

Strengths: Professionalism | Reliability | Organizational Excellence | Confidentiality | Multi-Project Support | Adaptability

SUMMARY

Detail-oriented HR and Administrative professional with extensive experience supporting large-scale industrial projects, executive operations, workforce coordination, and compliance management. Proven track record in HR administration, payroll support, manpower coordination, documentation, executive assistance, and safety compliance across power, refinery, and engineering sectors. Adaptable, organized, and resourceful, with strong digital productivity skills including Microsoft Office, Google Workspace, Canva, and remote administrative systems.

WORK EXPERIENCE

(2023 - Up to Present)

Sr. HR/ Admin Officer- MERF ISES OPC

- Lead HR and administrative functions for emergency outage and mechanical restoration projects.
- Manage workforce coordination, documentation, payroll support, and operational compliance.
- Support project execution across fire protection, boiler works, ash conveying, conveyor systems, and restoration programs.

(2020- 2023)

Admin Assistant/ HR Support- MERF ISES

- Supported forced outage and maintenance projects for the Power Plant Project.
- Managed permits, employee records, scheduling, reporting, and administrative logistics.
- Coordinated manpower requirements and timekeeping processes.

(2015 - 2020)

Safety Officer/Administrative Support- Whessoe / MERF

- Oversaw workplace safety documentation and compliance.
- Assisted with project coordination, workforce support, and operational reporting.
- Supported refinery, power plant, and industrial construction initiatives.
- Toolkeeper

OPEN TO ROLES IN:

- General Virtual Assistant
- Executive Assistant
- Operations Coordinator