




HAZEL BAUTISTA



Contact

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Skills

- Ability to relate to different people with courtesy
- Teaching and Instructional Skills
- Analytical Thinking and Problem-Solving Skills
- Financial Analysis and Data Evaluation
- Proficient in Microsoft Word, Excel, and Outlook (Microsoft Office Specialist Certified)
- Efficient use of Monday.com and CRM systems
- Strong Verbal and Written Communication Skills
- Leadership and Team Collaboration Skills



About Me

I am a results-driven and detail-oriented professional with experience in Underwriting, data analysis, back-office email support, telemarketing, and quality control. As a Certified Microsoft Office Specialist, I am skilled in Microsoft Excel and excel at data analysis and financial evaluation, including bank statement review and accurate reporting. Additionally, I am committed to delivering high-quality customer service through effective communication, strong analytical thinking, and a solutions-oriented approach. Recognized for maintaining high standards of accuracy, confidentiality, and efficiency. I also consistently meet performance targets while supporting sound business decisions and operational success.



Education

- **Bataan Peninsula State University**
Bachelor of Secondary Education
Don Manuel Banzon, Balanga City Bataan., Balanga
President Dean's Lister (2021-2025)
- **SENIOR HIGH SCHOOL**
Humanities and Social Sciences-With Highest Honors
SOFTNET Information Technology Center, Inc.
FAB Mariveles, Bataan (2019-2021)
- **JUNIOR HIGH SCHOOL**
Mariveles National High School-Poblacion -With honors
(2015-2019)

Work Experience

- **AKT Virtual Assistant & Westbury Global Services**
Data Analyst and Back Office
April 01, 2024 - October 31, 2025
- **Innovasia Manpower Services Inc.**
Telemarketing
August 09, 2023 - September 15, 2023
- **Short Term Project as Graphic Designer & Data Analyst**
April 10, 2023- June 01, 2023
- **Dong In Entench Co., Ltd**
June 03, 2022 - October 15, 2022

Certifications

- Microsoft Office Specialist - Passer 2019
- Spoken Word Poetry- Silver Medalist 2020
- Emergency Medical First Responder's Course Holder- 2022
- Spoken Word Poetry- Second Place 2023
- Youth Volunteer Formation Course Holder -2023
- Digital Poster Second Placer- 2023
- Call Center and ESL Training-2023
- General Virtual Assistant- Workshop and Training 2023
- Virtual Assistant- Intern 2023
- Digital Poster Second Placer- 2024
- Data Analyst Intern 2024
- Leader of Best Paper in Research - 2024
- Leader of Best Presenter in Research- 2024
- Certificate of Completion (Field Study 1 and 2)- 2024-2025
- Certificate of Teaching Internship Completion-2024-2025

Seminars/ Webinars

- Nationwide Simultaneous Earthquake Drill
- November 11, 2021
- OPLAN Aruga: Interprofessional Education and Caring Projects, Educational Simulations, Interprofessional Education and Clinical Instructions”
- November 29, 2021
- Youth Leadership Seminar
- March 24, 2022
- Anti-Bullying Campaign
- 2022
- YABONG: CapacityStrengthening Workshop for Teachers on Writing and Publication with the topic “Patent Sysytem, Copyright, IP Processing and Documentation”
- October 11, 2023
- Colloquium: Accounts of Experiences from Internship through the Perspective of Pre-Service Teachers
- June 25, 2024
- Child Protection Policy and Overview of MATATAG Curriculum Webinar
- August 24, 2024
- Positive Discipline Webinar
- August 31, 2024
- Classroom-Based Action Research Seminar
- October 18, 2024

"I hereby certify that the above information is true and correct based on my own knowledge"


Hazel M. Bautista