

# Ma. Sofia Ericka Cadavedo

Virtual Assistant | Admin/HR Support | Data Entry Specialist

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## Professional Summary

Reliable and detail-oriented Virtual Assistant with hands-on experience in administrative support, calendar and email management, data entry, and office operations. Proven ability to organize workflows, maintain accurate records, and support daily business tasks remotely. Committed to helping business owners save time, improve productivity, and maintain smooth operations.

## Core Skills

- Administrative Support
- Data Entry and Records Management
- Calendar and Schedule Management
- Email Management
- Office Administration
- Payroll Processing
- Accounts Receivable and Payable
- Expense Tracking
- Minute Taking
- Office Supply Inventory
- Time Management and Multitasking
- Attention to Detail and Active Listening
- Confidentiality and Professionalism
- Canva, MS Office, Google Workspace

## Virtual Assistant Services

- Email and Inbox Management
- Calendar and Appointment Scheduling
- Data Entry and Database Management
- File Organization and Document Control
- Internet Research and Lead Tracking
- Administrative and Back-Office Support
- Report Preparation and Documentation
- Basic Social Media and Canva Support

## Education

Bachelor of Science in Business Administration, Major in Marketing Management – Sumulong College of Arts and Sciences, Antipolo City (Dean's Lister)

Senior High School – HUMSS, Sumulong College of Arts and Sciences (Graduated with Honor)

Junior High School – San Isidro National High School (Honor Student)

Primary Education – San Isidro Elementary School, Taytay Rizal

## Work Experience

HR/Admin Officer – WellPro Biomedical, Inc. (September 2025 – Present)

- Assist in the end-to-end recruitment process (posting jobs, screening applicants, scheduling interviews, onboarding).
- Maintain employee records and ensure confidentiality of HR files.
- Monitor employee attendance, tardiness, and leaves, and prepare related reports.
- Support payroll preparation by providing accurate timekeeping and employee data.
- Assist in the implementation of company policies, procedures, and code of conduct.
- Coordinate employee engagement activities, trainings, and company events.
- Provide administrative support to the HR Manager/Head in daily operations.
- Act as a point of contact for employee concerns and escalate issues when necessary.
- Oversee daily office operations and maintain office supplies.
- Support cross-departmental tasks as required.
- Support affiliate companies' operations.
- Adhere to instructions from supervisors, managers, and relevant authorities.
- Manage daily administrative and HR operation

Admin Officer / Secretary – Creators Automated & Engineering Service (October 2024 – July 2025)

- Provided administrative and clerical support
- Managed schedules, files, and office communications
- Assisted in daily office operations and reporting
- Provided administrative and clerical support to management
- Managed calendars, scheduled meetings, and prepared reports
- Handled email correspondence and document organization
- Monitored office supplies and handled inventory management
- Assisted in accounts receivable and payable tracking
- Prepared minutes of meetings and maintained records

## Internship Experience

Lead Management Intern – Optimum Source Inc. (SpeedyCourse)

- Assisted with lead tracking and data organization
- Supported administrative and coordination tasks
- Assisted in managing and organizing client leads
- Maintained accurate data entry in company systems
- Coordinated with team members for lead follow-ups
- Supported marketing and administrative tasks

## Tools & Technology

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Canva
- General office and admin systems

## Key Strengths

- Strong organizational and scheduling skills
- Reliable in handling confidential information
- Able to manage multiple tasks with accuracy

Fast learner and adaptable to new tools and systems