



MARIA CHRISTINA MERHAYLLE ALMAZAN

Virtual Assistant

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📍 Pasig, Metro Manila, Philippines

PROFESSIONAL SUMMARY

Marketing Management graduate with experience in coordination and data handling. Organized and detail-oriented, with skills in communication and team collaboration.

CORE SKILLS

- Marketing Support • Data Review • Attention to Detail • Microsoft Excel • Microsoft Word • Coordination • Project Management • Communication • Organizational Skills • Data entry • Market research • Time Management

PROFESSIONAL EXPERIENCE

AI Voice Trainer | Babel Audio | Remote | Nov 2025 – January 2026

- Delivered structured and high-quality responses to improve AI communication accuracy
- Followed strict project guidelines to ensure consistency and quality output
- Reviewed and refined language data to enhance user interaction models

Freelance Data Entry Specialist | Remote | Jan 2024 – Jan 2025

- Entered, verified, and reviewed data with high accuracy
- Maintained organized and confidential digital records
- Improved data accuracy through consistent quality checking and validation

Part-Time Facilitator | JA Philippines | Sept 2025

- Facilitated structured learning sessions and ensured effective content delivery
- Assisted in documentation, reporting, and coordination of program activities
- Supported engagement of participants through clear communication

LEADERSHIP EXPERIENCE

Executive Assistant – Office of the President | OUS Student Council | 2023 – 2024

- Coordinated communications and supported execution of student initiatives and events
- Assisted in planning and organizing programs aligned with student engagement goals
- Managed documentation and schedules to ensure smooth project execution

Vice President – System Control & Quality Audit | OU Marketing Executives | 2022 – 2024

- Oversaw internal processes and ensured quality standards across projects
- Conducted evaluations and implemented improvements for organizational efficiency
- Coordinated with teams to maintain consistent execution of activities

Advocacy and Understanding Head | Students' Public Information Center | 2022 – 2024

- Led information campaigns to promote student awareness and engagement
- Disseminated content across communication channels
- Collaborated with teams to ensure accurate and timely messaging

Social Media Manager / Overall Head | IskOUncern | 2023 – 2025

- Managed social media platforms and created engaging content
- Planned and executed campaigns to increase audience reach and engagement
- Monitored performance metrics and optimized content strategies

Executive Treasurer | OU Marketing Executives | 2024 – 2025

- Managed budgets and financial reports for events and organizational activities
- Ensured proper allocation and monitoring of funds
- Coordinated financial planning with multiple committees

Councilor and Head – Students’ Rights & Welfare | Open University Student Council | 2024 – 2025

- Led initiatives addressing student concerns and welfare programs
- Coordinated projects that improved student engagement and support services
- Collaborated with stakeholders to implement solutions and policies

Co-Head – Finance & Linkages | Open University Student Council | 2024 – 2025

- Managed partnerships and external collaborations for events and programs
- Assisted in securing sponsorships and coordinating financial resources
- Strengthened relationships with internal and external stakeholders

PROJECT & EVENT EXPERIENCE

Led and supported multiple university events as Program Head and Committee Member (Finance, Documentation, Technical). Successfully coordinated webinars, seminars, and events by managing cross-team collaboration.

EDUCATION

Bachelor of Science in Business Administration - Marketing Management

Polytechnic University of the Philippines
Magna Cum Laude | 2021-2025