



LUNALYN PARDILLO

ADMINISTRATIVE VIRTUAL ASSISTANT

CONTACT

- ☎ +63 992-474-1958
- ✉ lynnpardillo77@gmail.com
- 📍 Cebu, Philippines 6014

SKILLS

- Familiarity with MS Office and Google Suite
- Email and Calendar management
- Administrative Tasks
- Proofreading
- Efficient Time Management
- Excellent Communication Skills
- High attention to detail
- Effective Organizational Skills
- Adaptability and Flexibility

EDUCATION

Bachelor of Science in Computer Science

Asian College of Technology
1997

TRAININGS

Basic Customer Service

Committed Virtual Administrative Professional with over 10 years of experience in the industry. Well-versed in handling various administrative and support tasks. Skilled in complex issue resolution, versatile, attention to detail, and highly reliable.

PROFESSIONAL EXPERIENCE

Administrative Aide IV

Cebu City Government | July 2019 - June 2025

- Perform clerical and support duties related to preparing and processing tax declarations
- Organize client documents and maintain up-to-date electronic databases for tax filings while ensuring confidentiality
- Frontline of internal and client communication to assist with inquiries including complex issue resolutions
- Coordinate with other departments to facilitate tax obligations for properties
- Ensure compliance with the laws and the company's rules

Field Research Supervisor

NFYNEAT DATACON INC. | April 2015 - February 2019

- Supervise field researchers to ensure accurate data collection and adherence to protocols
- Manage and provide feedback to field research staff to ensure project goals are met
- Serve as the main communication liaison between field staff and head office
- Oversee daily activities during field operations and prepare weekly reports
- Troubleshoot and provide resolution to problems or issues that arise during operations

Proofreader/Editor

Innodata Philippines | July 1997 - February 2013

- Carefully examine documents for final checks and formatting mistakes to ensure that the content aligns with client requirements and guidelines
- Carry out data entry and document conversion tasks
- Produce deliverables for US-based clients while adhering to strict proofreading deadlines by effectively prioritizing and managing workloads
- Implement electronic corrections according to established text and style formats
- Collaborate with project managers and product teams to communicate progress and ensure project completion