



TATTAO, JULIE C.

Virtual Assistant

A highly motivated and detail-oriented person who is interested in working as a Virtual Assistant, in which I can apply my communication, organizational, and problem-solving skills for administrative support. I am excited to be able to help organize schedules, handle email, perform tasks, and provide efficient assistance in day-to-day operations. I am hoping to become part of a vibrant and professional workplace environment that will enable me to increase efficiency and productivity through my effective support.

Contact

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09052628796

Email

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Address

BLK5 LOT11 P3 CLUSTER, MABUHAY CITY, MAMATID, CITY OF CABUYAO, LAGUNA 4025

Education

(2023 - 2025)

PAMANTASAN NG CABUYAO

Bachelor of Science in Computer Science

(2017 -2019)

PIAT ACADEMY INC.

Senior High School

(2013 -2017)

PIAT NATIONAL HIGHSCHOOL

Junior High School

(2006 -2013)

APAYAO ELEMENTARY SCHOOL

Grade School Level

Skills

- Communication and Coordination
- Good problem-solving skills
- Decision-making abilities
- Good time management
- Good professional appearance
- Relationship management skills
- Good team collaboration skills
- Flexible
- Pro-Active
- Hardworking

Language

English

Filiino

Ilokano

Experience

(2023-2025)

Flash Express Checker

Carried out parcel inspection and verification duties to guarantee precision, effectiveness, and correct handling of deliveries in the working environment. Helped in supervising the parcels, tags, and papers to uphold high-quality standards, security requirements, and systematic parcel movement. Performed regular inspections, documented details about parcels, and collaborated with fellow employees to facilitate efficient deliveries and warehouse activities. Exhibited meticulousness, effective time management, and problem-solving abilities in dealing with parcels.

(2022 -2023)

Brother Industries Philippines Production Operator

Followed all production policies and procedures in order to enhance efficiency and achieve constant production output. Provided assistance in the management of raw materials, machinery, and production processes in order to ensure that all quality and organizational standards were met. Performed regular inspections and made basic quality assessments along with gathering all production-related data. Worked alongside other employees in order to maintain a well-organized and efficient production process.

(2021 - 2022)

Integrated Micro-Electronics Inc. Production Operator

Managed and controlled production machinery to facilitate a seamless production process in compliance with production quotas and organizational requirements. Upheld uniform product quality through adherence to standard operating procedures, inspection, and quality control measures during production processes. Participated in pinpointing areas for improvement within production processes and production machinery that could help increase efficiency and minimize downtime. Collaborated with colleagues and managers to foster an organized work environment conducive to safety and effective production.

Reference

CHARLOTTE TEJADA

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LOUREIN G. OPO

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