



Maricris Medina

Virtual Assistant | Customer Support | Administrative Support

 vamaricris25@gmail.com

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PROFESSIONAL SUMMARY

Reliable and detail-oriented Virtual Assistant with experience in customer service, sales, administrative support, and team supervision. Skilled in client communication, data entry, record keeping, and remote collaboration tools. Experienced in handling customer inquiries, processing transactions, maintaining accurate records, and supporting daily business operations. Strong organizational, multitasking, and communication skills with the ability to work independently in a remote environment.

CORE SKILLS

- Customer Support & Client Communication
- Administrative Support
- Data Entry & Record Keeping
- Email & Calendar Management
- Sales & Product Presentation
- Customer Relationship Management
- Time Management & Multitasking
- Problem Solving
- Team Supervision
- Computer Literacy
- Attention to Detail
- Remote Work Collaboration

TECHNICAL SKILLS

- Google Workspace (Google Docs, Gmail, Google Sheets)
- Microsoft Word & Excel
- Canva
- Zoom & Skype
- Social Media Management
- Internet Research
- Facebook & Instagram
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PROFESSIONAL SUMMARY

Sales Associate

Home Credit Finance Philippines Inc.

May 2019 – October 2020

- Assisted customers with product applications and inquiries
- Processed customer transactions and maintained accurate records
- Provided excellent customer service and client support
- Achieved sales targets through effective communication and relationship building.

Product Specialist

Concepcion Midea Inc. (Magic Appliance Center)

May 2016 – November 2017

- Demonstrated product features and benefits to customers
- Assisted clients in selecting products based on their needs
- Delivered after-sales support and customer assistance
- Contributed to increased sales through strong product knowledge and communication skills

Team Supervisor

Philippine Statistics Authority

August 2015 – September 2015

- Supervised team members and monitored task completion
- Assisted in data collection, reporting, and record management
- Maintained organized workflow and ensured accuracy of information

EDUCATION

Bachelor of Science in Secondary Education

Central Luzon State University

2009 – 2011

Secondary Education

Constancio Padilla National High School

2009

ADDITIONAL INFORMATION

- Equipped with stable internet connection and personal computer
- Adaptable, hardworking, and eager to learn new tools and systems