



KATE MARIELLE

VIRTUAL ASSISTANT

SKILLS & TOOLS:

- Knowledgeable in Product Listing, Product Research, Account Health, Amazon Seller Central and in Amazon
- Know how to use Tools like Helium 10, MS Excel, Google sheet , Canva, Jungle Scout and Powerpoint
- Competent in the use of technology in the field of Accounting, Marketing, Admin and Clerical work
- Effective communicator in oral and written using English, Filipino and Ilonggo
- Commendable inter-personal skills/Collaborate with others or with the team
- Performs data analysis, basic coding, basic Accounting, Encoding, Payroll, Billing, Per diem and Reimbursement
- Prepares effective business reports, letters and research expertise
- Computer literate and competent in typing skills
- Critical-thinking and problem solving
- Time Management and Multitask work

WORK EXPERIENCES:

- ❖ TRIUMPH HOME DEPOT - June 2018 - September 2018

➤ On Job Training in Customer Service

- as a CS I build a genuine relationship with the customers that allows me to provide them with their needs by my service, assistance and advice. Replying and sending an email, thru fax message to company partners and co-workers. Paper and office works and also counting inventories and supplies.

❖ STARBUCKS - RUSTAN COFFEE - September 2019 - January 2020

➤ Part-time seasonal Barista

- Baristas are responsible for making quality beverages, generally speciality hot drinks, preparing food orders, working the cash register, and cleaning and stocking the store. Baristas do all of these tasks quickly and efficiently while also making sure to form good customer relationships.

❖ DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT -
October 2020 - August 2021

➤ Admin - Contact Tracer

- Contact Tracers maintained ongoing communication with contacts to assess symptoms, ensure compliance with quarantine and determine social support needs and/or handle reporting of issues that arise. We follow set scripts and adhere to policies and procedures. Reaches out to people that have tested positive for a particular disease or infection and asks them to identify anyone they recently been in contact with. With a goal of reducing the risk of spread, the contact tracer then gets in touch with those people to let them know they may have been exposed. Creating weekly and monthly report, updating the status of cases. Assist and help LGU and other government department

❖ PROVINCE OF NEGROS OCCIDENTAL- September 2021 - June 2023

➤ Administrative Assistant II / Secretarial / Clerk

- I manage secretarial, admin and clerical duties like sorting, sending mail, receiving, releasing documents and encoding data. Processing, Assist, and follow up all the documents like salary, billing, overtime, Travel, Mobile, Supplies and Monetization. Filing and arranging documents keeps the office tidy and clean for guests or clients, I maintain an inventory of office supplies and place fresh orders as necessary. Complying with the billing deficiencies of clients (Agencies). Creating Travel Order, Trip Ticket, Officer Order, Certifications, Purchase Request, Obligation Request, IPCR, SALN, Endorsement and Incident Report of all employees under my department and Agencies.

TRAININGS & SEMINARS:

- Amazon Training July 2023 – September 2023
- RESUSCUTATION AND EMERGENCY CARE - August 24, 2017
- LABOR STANDARD - October 10, 2017
- ON JOB TRAINING COMPLETION - July 15, 2018 – October 15, 2018
- BUSINESS IN THE 21ST CENTURY EMBRACING TRENDS ADAPTING CHANGE - October 9, 2018