Candidate #A-1005

Virtual Assistant · 3 years experience

Candidate ID: A-1005

Category: Admin **Experience:** 3 yrs **Location:** Manila, Philippines **English:** C1 **Fee:** A$1,100/mo

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Employer names, personal contact details, and identifying information have been removed.
To arrange a screening call, contact us at adeptstaffing.com.au.

PROFESSIONAL SUMMARY

I'm a reliable virtual assistant with three years supporting Australian founders and small business owners. I manage calendars, inboxes, travel bookings, data entry, and CRM updates. I'm proactive in flagging issues, I communicate clearly in writing and on calls, and I take ownership of tasks without needing hand-holding. I've supported clients in professional services, real estate, and e-commerce. I'm fluent in G Suite, Microsoft 365, HubSpot, and Monday.com.

SKILLS

Calendar management | Inbox management | Data entry | HubSpot CRM | Travel booking

WORK EXPERIENCE

Virtual Assistant

AU consulting firm · 2022-05 – Present

Provided full executive support to the Managing Director — calendar, inbox, travel, and client liaison.

Admin Assistant

PH real estate agency · 2021-01 – 2022-04

Managed property listings database, prepared contracts, and coordinated inspections.

CERTIFICATIONS

* **Microsoft Office Specialist**
  Microsoft · 2021-09 · Verified by Adept