



# LOUCELLE CABASA

GENERAL VIRTUAL ASSISTANT



+639-2738-29694



loucellejan.cabasa@gmail.com



Purok 6, Poblacion, Manticao, Misamis Oriental



<https://loucellejan.wixsite.com/virtualservices>



## PROFILE INFO

I am trained and certified by Surge Academy to help clients with their businesses. I am extremely motivated and determined. I am eager to learn new skills, proactive, and adaptive.



## EDUCATION

Bachelor Of Science in Marine Biology

2014-2018

Mindanao State University at Naawan



## MY SKILLS

- Administrative Support
- Data Entry
- Email Management
- Calendar Management
- Appointment Setting
- Transcription
- Social Media Management
- Simple Website Creation



## REFERENCE

Gengen Asok  
Anen's General Merchandise  
+63917-770-4915

Brian C. Ello  
Nopeus General Services Corp.  
+63930-427-7158



## WORK EXPERIENCE

### Project Manager

#### Internship - Surge Marketplace

July 2022- Present

- Manage tasks and assigned VAs
- Make sure they are submitting reports, are on top of their tasks, and will finish on time
- Answering VAs queries

### Cashier

#### Anen's General Merchandise

March 2020 - February 2022

- Issue receipts, refunds, or change
- Manage transactions with customers
- Collect payments
- Prepare receipts for collection and delivery
- Do inventory every other day
- Keeping and organizing files, especially receipts

### Office Staff

#### Nopeus General Services Corporation

March 2019 - December 2019

- Supervise all the employees under the agency
- Generate DTR forms from the biometric system and make payroll out of it
- Make sure punctuality is exercised in the office
- Issue memorandum to those employees who are habitual to their tardiness
- Address clients' and employees' concerns and make sure appropriate actions are taken
- Keeping, organizing, and updating office files
- Organizing and managing emails
- Collecting and depositing cheques