CORA BELLE ALCIBOR

Remote Administrative Assistant

Cordova, Cebu, Philippines | linkedin.com/in/corabellealcibor

Professional Summary

Organized and dependable administrative professional with 6+ years of experience providing remote administrative support, coordinating communications, maintaining confidential digital records, preparing reports, scheduling meetings, and managing multiple priorities. Skilled in Microsoft Office, Google Workspace, Canva, Slack, and Canvas. Recognized for building positive relationships, working independently, and delivering accurate, timely administrative support.

Core Competencies

Administrative Support • Email & Calendar Management • Document & Report Preparation • Data Entry • Virtual File Management • Scheduling • Client Communication • Microsoft Office • Google Workspace • Canva • Organization • Attention to Detail • Relationship Building • Independent Remote Work

Technical Tools

Microsoft Word • Excel • PowerPoint • Google Docs • Google Sheets • Google Drive • Canva • Slack • Canvas

Professional Experience

Administrative Support Specialist (Independent Contractor)
Outsourcing Solutions Inc. – BYU Pathway Worldwide | Sept 2021–Present

- Manage high-volume email correspondence and provide prompt, professional support to students and clients.
- Maintain confidential digital records and track the progress of 150–200 students each semester with a high level of accuracy.
- Prepare reports and organize documentation using Microsoft Office, Google Workspace, Slack, and Canvas.
- Coordinate weekly communications, virtual appointments, reminders, and follow-up activities to improve engagement and course completion.
- Build trusted relationships through responsive communication, empathy, and consistent follow-through.
- Prioritize multiple administrative responsibilities while meeting deadlines in a fully remote environment.

Content Writer | More Good Foundation | 2016–2017

- Researched, organized, and prepared written content while meeting publication deadlines.

Lead Language Teacher | 2012–2015
Philippines Missionary Training Center

- Coordinated schedules, training materials, and resources.
- Maintained records and supported onboarding of instructors.
- Collaborated with leadership to ensure efficient daily operations.

Education

Commercial Fundamentals, Brigham Young University-Idaho (2026)
BYU Pathway Connect (2023)
Teaching Certificate Program, Baao Community College (2021)
Bachelor of Science in Tourism, La Consolacion College–Iriga City (2010)
• NCII – Front Desk Operations
• Graduated with Honors