Ivy Grace Centino
Dasmariñas, Cavite, Philippines

Professional Summary

Detail-oriented and reliable **General Virtual Assistant** with hands-on training in administrative support, calendar and email management, travel planning, and CRM handling. Proficient in leveraging digital tools to streamline daily operations, organize data, and boost executive productivity. Eager to bring dedication and strong organizational skills to remote, work-from-home projects.

Skills

• Email & Calendar Management (Gmail, Google Calendar)
• Task & Project Coordination
• Document & File Management
• Data Entry
• Online Research
• Google Workspace (Docs, Sheets, Drive)
• CRM Tools (Basic: Notion, Hubspot)
• Microsoft Office (Word, Excel)
• Professional Written Communication
• Time Management
• Attention to Data

Virtual Assistant Training – ProVA (April 2025)

- Managed email inbox simulations and calendar scheduling tasks
- Performed Accurate Data Entry and File Organization
- Conducted Online Research and Document Preparation
- Followed Standard Operating Procedures for Tasks Prioritization

Alternative Learning System (ALS) - Secondary Level
Bacoor National High School Molino-Main, 2018-2019