

MARIVIC SABUAN

VIRTUAL ASSISTANT

PERSONAL PROFILE

I am an aspiring General Virtual Assistant currently undergoing professional training with Pro VA. Through my training, I am developing skills in email and calendar management, data entry, online research, customer support, document organization, and administrative assistance. I am organized, detail-oriented, reliable, and willing to learn. Although I am new to the virtual assistance industry, I am committed to providing accurate, timely, and professional support to help clients manage their da administrative support, data entry, email and calendar management, online research, although I am new to the virtual assistance industry I am detailed oriented, dependable, and eager to continue learning.and provide quality support to clien

WORK EXPERIENCE

sales lady 2024
.stock holder inventory
Room attendant
public attendant
laundry attendant
self studio assistant
photo editor .

Education History

Hotel and restaurants services
carrier Asia Institute of Southeast Asia

services I can provide

1.Email organization
and Management
2.Basic online research
3.creating presentation
4.file organization
5.simple social media graphics
6.Data entry
7.calendar and task organization
8 . customer service