MARK JOSEPH MAUSISA

Virtual Assistant | Administrative Support | Data Entry

📍 Philippines

PROFESSIONAL SUMMARY

Dynamic and detail-oriented **Virtual Assistant** with strong digital communication and task management skills, adept at leveraging AI tools and cloud software to enhance productivity. Proven capability to coordinate schedules, handle data entry, and streamline daily operations with high accuracy

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CORE SKILLS

- Virtual Assistance
- Administrative Support
- Data Entry
- Email Management
- Calendar & Schedule Management
- Internet Research
- Microsoft Office
- Google Workspace
- Google Docs & Google Sheets
- Microsoft Excel
- Document Management
- Customer Service
- Communication Skills
- Time Management
- Organization & Attention to Detail
- Fast Learner & Adaptable

WORK EXPERIENCE

SEAFARER / MARITIME CREW MEMBER

Epsilon Maritime Services Inc. | Makati City, Philippines
2021 – 2026

• Maintained precise daily logbooks and inventory records, ensuring zero compliance errors during audits.
• Managed daily operational schedules and asset tracking, ensuring optimal resource allocation.
• Collaborated effectively with multicultural crews and officers, executing complex instructions under strict deadlines.
• Exercised rapid problem-solving and critical thinking skills to resolve logistical and operational emergencies safely.

SALES REPRESENTATIVE

Mabiga Construction Supply | Mabalacat City, Pampanga, Philippines
2018 – 2020

- Assisted customers by identifying their needs and recommending suitable products.
- Promoted products and provided accurate information to customers.
- Handled customer inquiries and concerns professionally.
- Processed sales transactions and maintained accurate records.
- Followed up with customers and maintained positive customer relationships.
- Worked with team members to achieve sales goals and provide quality customer service.

TRAINING

General Virtual Assistant Training

ProVA Virtual Assistant | 2026

- General Virtual Assistance
- Administrative Support
- Online Tools and Applications
- Remote Work Fundamentals

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Google Docs
- Google Sheets
- Google Drive
- Gmail
- Internet Research
- Online Communication Tools

EDUCATION

BACHELOR OF SCIENCE IN MARINE TRANSPORTATION
Pangasinan Merchant Marine Academy
2014 - 2017

PERSONAL STRENGTHS

- Hardworking and dependable
- Fast learner
- Adaptable
- Detail-oriented
- Good communication skills
- Willing to learn and be trained
- Can work independently
- Time-conscious and organized

LANGUAGE

- English
- Tagalog
- Visayan
- Kapampangan