MARY CRUZEL BESTUDIO

Virtual Assistant | Data Entry & Billing Specialist

Cabadbaran City, Agusan del Norte, Philippines

LinkedIn: linkedin.com/in/mary-cruzel-bestudio-472614267

Availability: US, UK, and AU Business Hours (Graveyard/Shifting)

PROFESSIONAL SUMMARY

Dedicated and highly organized Virtual Assistant with over 2 years of experience supporting US-based businesses in the retail and food industries. Expert in Data Entry, Billing, and Invoice Management using POS software and VMware applications. Skilled in building marketing funnels and automated workflows to support lead generation and customer engagement. Proven track record of maintaining high accuracy in fast-paced environments, with a strong commitment to continuous learning and exceeding client expectations.

TECHNICAL SKILLS & TOOLS

- Virtual Assistance: Data Entry, Billing/Invoicing, Inventory Management, Record Keeping.
- Software & Tech: POS Software, VMware, CRM, Microsoft Excel/Google Sheets.
- Funnel Design & Automation: Sales funnel mapping, landing page setup, email/CRM automation sequences, lead capture and nurture workflows.
- Digital Marketing: Social Media Management, Content & Copywriting, E-commerce Support, Basic SEO, Online Bookkeeping.
- Infrastructure: High-speed Fiber Internet + LTE Backup; Noise-canceling equipment.

REMOTE WORK EXPERIENCE

Virtual Assistant / Data Entry (Billing & Invoices) | *Landau's Supermarket, NY* 2023 – 2026

- Managed daily billing and invoice processing using POS Software via VMware remote access.
- Ensured 100% data accuracy for high-volume financial records for a New York-based supermarket.
- Collaborated with the management team to resolve billing discrepancies promptly.

Data Entry Specialist (Billing & Invoices) | *Food Circle, NY* 2023 – 2026

- Streamlined invoice entry processes, ensuring all vendor and customer data was updated in real-time.
- Maintained secure remote connections using VMware to handle sensitive financial documentation.
- Supported inventory tracking through systematic data entry and reconciliation.

ON-SITE PROFESSIONAL EXPERIENCE

Operation Assistant | *SRMI, Inc / Galeo Mining, Inc* 2017

- Handled administrative tasks including recording meeting minutes and checking employee attendance.
- Monitored and documented company equipment and facilities usage.

Inventory Clerk | *Prince Warehouse Hypersmart* 2012 – 2015

- Managed product inventory and processed distributor data through the central management system.

Census Enumerator / Bookkeeper | *Barangay Local Government Unit* 2010 – 2011

- Conducted community population surveys and maintained detailed public records.

EDUCATION

- Bachelor of Science in Secondary Education | Northern Mindanao Colleges, Inc. | 2018 – 2019

- Bachelor of Science in Industrial Technology, major in Food Technology | Caraga State University | 2006 – 2010

CERTIFICATIONS & TRAINING

- General Virtual Assistant: Social Media Management, E-commerce, Bookkeeping, Data Entry.

- Copywriting Certificate — CPDCFT Online.
- Funnel Mastery Academy — Funnel Design & Automation, Digital Marketing.