

NEILL ANGELO S. SINGCOY

GENERAL VIRTUAL ASSISTANT

PROFILE

Highly organized and articulate **Virtual Assistant aspirant** certified by **Pro VA** in remote administrative support, email management, and digital workflows. Leverages a strong academic background in **Bachelor of Secondary Education** to deliver exceptional written and verbal communication, meticulous proofreading, and professional client relations. Eager to help business owners streamline their daily operations, manage schedules, and maximize productivity.

PROJECT AND ACADEMIC EXPERIENCE

Freelance/Training Simulations | Pro VA & Independent Practice

Email & Calendar Management Setup: Created mock business inbox structures using labels, filters, and stars to maintain zero-inbox efficiency. Set up automated scheduling links using Google Calendar.
Data Transcription & Entry: Managed mock databases, converting unstructured information into clean, highly readable spreadsheets with 99% accuracy.

CERTIFICATE/TRAINING

General Virtual Assistance Training | Pro VA

January 2025

- Completed comprehensive training focused on remote administrative strategies, executive support, and data privacy guidelines.
- Mastered inbox management techniques, professional calendar scheduling across multiple time zones, and data organization.
- Conducted practical simulation exercises for client onboarding, task prioritization, and cloud-based file management.

EDUCATION

Bachelor of Secondary Education | 2016 - 2017

Undergraduate
University of Mindanao, Philippines

EXPERTISE

Administrative Support

Calendar Management, Email Filtering & Correspondence, Scheduling, Meeting Coordination

Communication & Content

Advanced English Proficiency, Proofreading, Document Formatting, Lesson/Content Outline Creation

Digital Tools & Software

Google Workspace, Microsoft Office Suite (Word, Excel, PowerPoint)

Soft Skills

Rapid Learner, High Adaptability, Time Management, Independent Problem Solving