PSALMER OSINSAO DIGNOS

EXECUTIVE ASSISTANT

Pagadian City, Philippines

PROFESSIONAL SUMMARY

Executive Assistant providing reliable administrative support to help busy professionals stay organized and productive. Strengths include calendar and email management, document organization, data entry, scheduling, and attention to detail. Experienced in supporting administrative operations and managing records with accuracy, professionalism, and confidentiality — including encoding 9,000+ residents' records for a local government office. Committed to helping clients save time, streamline daily tasks, and focus on growing their business with confidence.

WORK EXPERIENCE

Data Encoder — *Barangay Hall (Local Government)* *Jan 2024 – 2026*

- Issued 50+ certifications and clearances and scheduled summons for residents.
- Encoded 9,000+ residents' data into the barangay information system.
- Assisted the barangay secretary in preparing reports, including VAWC and BCPC reports.
- Kept, organized, and managed files, documents, and data.

Government Internship Program (GIP) — *Provincial Government* *May 2025*

- Monitored and managed social media accounts — posting, sharing, and engagement.
- Conducted a barangay residents' survey, collecting information and encoding it into the system.

Insurance Agent — *FWD Life Insurance* *Jan 2024 – Present*

- Prospected potential clients through referrals, networking, and marketing.
- Met with clients to assess insurance needs and financial goals, recommending suitable plans for each client's needs and budget.
- Explained insurance products, policy coverage, premiums, benefits, and exclusions.
- Prepared insurance quotations, applications, and policy documents.

CORE COMPETENCIES

- Executive & Administrative Support
- Email & Inbox Management
- Meeting Coordination & Minute Taking
- Data Entry & Database Management
- Customer & Client Relations
- Calendar & Schedule Management
- Travel Coordination & Itinerary Planning
- Document Preparation & Management
- Records & File Organization
- Attention to Detail

TOOLS & SOFTWARE

- Google Workspace
- Asana
- ClickUp
- Notion
- Microsoft Office
- Trello
- Canva
- Slack

TRAINING & CERTIFICATIONS

- Executive Assistant 101 — The VA Ladder — July 10, 2026
- Executive Assistant Roadmap — The VA Ladder — July 5, 2026
- ClickUp — The VA Ladder — July 3, 2026
- Asana and Trello — The VA Ladder — July 3, 2026
- Overview of Common VA Tools — The VA Ladder — July 6, 2026
- Data Entry 101 — The VA Ladder — January 3, 2026
- How to Become a Virtual Assistant — The VA Ladder — June 1, 2026
- General Virtual Assistant — ProVAPH — September 6, 2025

EDUCATION

Bachelor of Science in Business Administration, Major in Financial Management — Southern Mindanao Colleges