SHAIRA JOYCE CORTEZ

Administrative Virtual Assistant | Executive Support | Research & Productivity Support | Calendar & Email Management

| General Santos City, Philippines
LinkedIn |

PROFESSIONAL SUMMARY

Administrative Virtual Assistant with experience supporting administrative operations through calendar scheduling, email management, document preparation, and data organization. Skilled in using Google Workspace, Microsoft Office, and AI-powered tools such as ChatGPT to enhance productivity and streamline workflows. Valued for reliability, attention to detail, and the ability to adapt quickly to new systems and processes.

KEY SKILLS

Calendar Management | Email Correspondence | Data Entry | Google Workspace (Docs, Sheets, Slides, Drive) | Canva | ChatGPT/AI Tools | Familiarity with Microsoft Teams | Zoom/Google Meet/Discord | Meeting Minutes | Transcribing | Time Management | Attention to Detail | Proactive Communication | Integrity

PROFESSIONAL EXPERIENCE

Administrative Aide II

Hall of Justice - Office of the Clerk of Court and City Sheriff | January 2024 - June 2026

- Prepared, organized, and maintained confidential case files, legal documents, and administrative records to ensure accuracy and compliance.
- Acted as a liaison between departments, fostering effective communication and coordination regarding document submissions and administrative requirements.
- Received, reviewed, and processed incoming documents while maintaining complete and well-organized filing systems.
- Assisted clients and visitors by providing information, responding to inquiries, and directing them to the appropriate office or personnel.
- Performed data entry and maintained accurate records using Microsoft Office applications.
- Photocopied, scanned, and archived documents while ensuring confidentiality of sensitive information.
- Supported daily office operations by handling multiple administrative tasks and meeting deadlines in a fast-paced environment.
- Bank Reconciliation

TECH PROFICIENCY

Productivity & Admin: Google Workspace (Docs, Sheets, Slides, Drive, Calendar), Microsoft Office, Outlook
Communication: Zoom, Google Meet, Discord, Slack
AI Tools: ChatGPT, Gemini, Canva AI
Design & Content: Canva, CapCut

EDUCATION

Bachelor of Science in Internal Auditing
Notre Dame of Dadiangas University | General Santos City, Philippines | 2018-2023

CERTIFICATIONS

- General Virtual Assistant Certification - ProVAPH - May 2026
- Data Entry Certification - ProVAPH - May 2026
- Online Bookkeeping using Quickbooks Certification - Surge Marketplace - March 2026
- Administrative Virtual Assistant Training Certification - Surge Marketplace - March 2026

REMOTE WORK READINESS

Internet: Primary: PLDT Home Fiber 100 Mbps | Backup: Globe 5G mobile hotspot
Power Backup: 27000mAh Powerbank for Laptop/Phone/Tablet
Equipment: Acer TravelMate P614-51T-G2 | Tablet
Workspace: Dedicated home office | Quiet environment
Availability: Full-time | Flexible across US (EST/CST/MST/PST), UK (GMT/BST), AU (AEST) time zones

LANGUAGES

English: Proficient
Filipino: Native