

MELYROSE SUMALINOG

Virtual Assistant

CONTACT

 09103938635

 melyrosesumalinog@gmail.com

 Philippines

EDUCATION

University of Southern Mindanao

2000 - 2004

BS in Computer Science

TECHNICAL SKILLS:

- QuickBooks, Xero Microsoft Office Suite (Excel, Word, PowerPoint)
- Google Suite, QuickBooks Online, Monday SQL
- Canva, Photoshop, Illustrator

CORE COMPETENCIES:

- Calendar and Schedule Management
- Event Planning and Coordination
- Confidential Administrative Support
- Communication and Team Collaboration
- Data Organization and Reporting
- Detail Oriented

PROFILE

I Organized and reliable Virtual Assistant with expertise in managing administrative tasks, scheduling, and client communications efficiently. Committed to providing high-quality support and helping clients achieve their business objectives.

WORK EXPERIENCE

BOOKKEEPER

GIBO ENTERPRISE

2025 - Project Based

- Reconciled daily transactions for five years
- Maintained accurate records using accounting software (Xero)
- Organized invoices, receipts, and expense reports

VIRTUAL ASSISTANT

Npowered Global

January 2023 - October 2024

- Processed payments and prepared invoices for caregivers, maintaining accurate financial records
- Reconciled accounts and performed background checks to ensure compliance
- Managed emails, calendar, payroll updates, and monitored transactions using PayChex Flex

GRAPHICS DESIGNER

Coach Sokiri

2024 Project Based

- Create engaging social media content for Facebook, Instagram and LinkedIn
- Manage security settings for social media.