


# MELISSA JOY F. TAMBIS

*Virtual Assistant*

## CONTACT

 0905-165-6302

 mjoyftambism16@gmail.com

 Brgy. Rizal Pakil, Laguna

## EDUCATION

### PAETE SCIENCE BUSINESS COLLEGE

2017-2021

B. in Elementary Education

## SKILLS

- Email & Calendar Management
- Administrative Support
- Social Media Management & Scheduling
- Content Creation (Canva)
- Data Entry & Online Research
- Content Moderation
- Customer Support
- Microsoft Office & Google Workspace
- Attention to Detail & Confidentiality

## PROFILE

Highly organized and dependable Virtual Assistant with a Bachelor's Degree in Education and proven experience in administrative support, content moderation, and communication management. Skilled in handling emails, scheduling, social media tasks, and day-to-day operations with accuracy and efficiency. Committed to helping businesses stay organized, productive, and focused on growth.

## WORK EXPERIENCE

CONTENT MODERATOR

### CROWDGEN

*May 2025- February 2026*

- Reviewed and monitored online content for compliance and quality
- ensured confidentiality and adherence to company standards
- Consistently met productivity and accuracy targets

TEACHER

### AVM FOUNDATION INC.

*July 2021- July 2023*

- Developed strong communication and multitasking skills
- Managed reports, deadlines, and structured planning
- Adapted quickly in fast-paced environments