

Eva A. Canasa

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Phase 2 Block 3 Lot 5 Shanghai Vill. Matina Aplaya
Davao City, Davao Del Sur 8000 Philippines

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Skills

Retail shop assistance, customer service, clerical task assistance, basic graphic design, social media handling.

Work Experience

Virtual-personal Assistant / Freelance (no employer)

January 2019 - May 2021, Home-based - Davao City

Managing social media accounts, applying social media marketing practices, virtual personal assistance (publishing blogs, transcription, web research, data entry). Mostly project-based.

Chat Support Rep. / Flatworld Solutions Philippines

June 2019 - December 2019, Davao City

Answering customer inquiries through chat, with lead generation

Medical Audio Transcriptionist / Reliance Transcriptions and IT Corp.

February 2016 - October 2018, Davao City

Transcribing audio format of medical reports dictated by physicians/doctors into text form.

Cashier / LTS Supermarkets Inc.

Fixed Contractual, December 2010 - May 2011, Davao City

Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.

Counter Checker-Packer & Shop Assistant / Gaisano Grand Mall Davao

Fixed Contractual, April 2010 - Sept. 2010, Davao City

Check merchandise quantity and quality in the checkout counter, and compare work orders with actual items.

Education & Certifications

TESDA XII / Medical Transcription NC II

December 2015 - January 2016, Davao City

University of Mindanao / B.S. in Accounting Technology

June 2011 - October 2015, Davao City