

## Personal Details

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### **Eva A. Canasa**

Davao City, Davao Del Sur 8000 Philippines

+639075556247

evacanasa@gmail.com

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## Skills

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Retail shop assistance, customer service, medical transcription, clerical task assistance, basic graphic design, virtual personal assistance.

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## Work Experiences

### **Virtual Personal Assistant / Freelance (no employer)**

January 2020 - June 2021, Home-based - Davao City

Virtual personal assistance (publishing blogs, transcription, web research, data entry), managing social media accounts, basic graphic design. Mostly project-based and part-time.

### **Customer Service Rep. / Flatworld Solutions Philippines**

June 2019 - December 2019, Davao City

Answering customer inquiries through chat, with lead generation. Full-time, project-based.

### **Medical Transcriptionist / Reliance Transcriptions and IT Corp.**

Feb. 2016 - Oct. 2018 (Employee), Oct. 2018 - Feb. 2019 (Contractor), Davao City

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

### **Accounting Firm Intern**

April 2015 - May 2015, Davao City

### **Student**

June 2011 - October 2015, Davao City

### **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 / 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.

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## **Education & Certifications**

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### **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

### **BelIMEC/ TESDA-TVET XI / Finishing Course for Call Center Agents**

Issued June 2009, Davao City