

# Veronica P. Cadalog



## Work Experience:

### Reassist

August 2021 - Present

- **Virtual Assistant**

Provides professional administrative, technical, or creative assistance to clients while working from a remote location.

I am currently knowledgeable in Data Mining with basic knowledge using Indesign.

### Natural Swiss Facial Care

December 2016 - May 2021

- **Administrative Supervisor/  
Customer Service Representative**
- **Social Media Manager**

I provide general office support for a variety of clerical activities and tasks including answering incoming calls, managing the reception documents, mail requisitioning, organizing office communication and activities on a

## Skills Summary:

- Word Processing
- Transcription
- Email Handling
- Internet Research
- Indesign

## Contact info:

### Cellphone

+639486778129

### Gmail

veronica.cadalog@gmail.com

## Educational History:

- **University of Baguio**  
2003 - 2006  
Commerce
- **Saint Louis School of Pacdal**  
1999-2003

## Character Reference:

### **Vilma W. Tolarba**

Baguio City School of Arts and Trades  
School Registrar

[vwtolarba@gmail.com](mailto:vwtolarba@gmail.com)

strategize marketing plans through social media accounts.

### **Annie Lamsis**

Natural Swiss Facial Care Owner

[einnalamsis@yahoo.com](mailto:einnalamsis@yahoo.com)

I plan, implement and strategize marketing plans through social media accounts.

day-to-day basis. I plan, implement and I plan, implement and strategize marketing plans through social media accounts.

### **Leidenschaft Academic Support Services**

**March 2016-December 2016**

- **Notetaker**

Create written versions of audio or video recordings and proofread the document to ensure client's satisfaction.

### **Baguio City School of Arts and Trades** **May 2009- June 201**

- **Housekeeping Trainer**

Prepare competency based learning material based on training regulations and conduct institutional assessments in preparation for the national assessment.

