

CRIS VINCE C. DACAYO

Virtual Assistant

Manolo Fortich, Bukidnon Philippines 8706 •

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OBJECTIVE

Motivated and detail-oriented Administrative Clerk with a proven track record of effectively managing office tasks and supporting organizational efficiency. Seeking to contribute my strong organizational skills, meticulous attention to detail.

PROFESSIONAL EXPERIENCE

Del Monte Phil. Inc. -Philippines

Administrative Clerk, September 2019 – 2022

- Provided administrative support to senior management, including calendar management, travel arrangements, and expense tracking.
- Coordinated and scheduled appointments, meetings, and conferences, ensuring optimal time utilization for executives and staff.
- Processed a variety of administrative documents, including correspondence, memos, and reports, while ensuring formatting and grammar accuracy.
- Conducted research and gathered data to support decision-making, providing comprehensive reports and summaries to aid management initiatives.

Virtual Assistant-Data Management (Entry)

Data Entry, July 2023-Present

- Entered and verified large volumes of data accurately and efficiently into the company's database, maintaining a consistently high level of accuracy.
- Conducted regular data quality checks to identify and rectify discrepancies, ensuring data integrity and reliability for reporting and analysis purposes.
- Assisted in maintaining and updating the company's electronic filing systems, ensuring quick retrieval and secure storage of critical information.
- Utilized Microsoft Excel and specialized data entry software to manage and organize complex data sets, optimizing the accessibility and usability of information.

Department of Agrarian Reform Intern– Philippines

IT Department, August 2018

- Collaborated with IT team members to provide technical support to employees, assisting with hardware and software troubleshooting, resolving issues promptly to minimize disruptions.
- Worked closely with IT professionals to learn about security protocols, user access management, and data protection measures, contributing to maintaining a secure computing environment.

EDUCATION

Phinma- Cagayan de Oro College-Philippines

Bachelor of Science in Information Technology, May 2019

College Graduate

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Web and tech savvy, require little to no training

