



Alexandra Ayson

VIRTUAL ASSISTANT







ABOUT ME

A hospitality management graduate and an aspiring virtual assistant. Gained 11 months of work experience in basic data entry. Seeking for an entry level virtual assistant position to showcase what I've learned from the course I took up to become one.



CONTACT

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EDUCATION

Tarlac State University
**Bachelor of Science
in Hospitality Management**
2018-2022



CERTIFICATE

The VA Camp
Virtual Assistant Course
ID: H36F5E89D2HH



WORK EXPERIENCE

Language Assessor

Gngn Eikawa Phils., Inc., 2023-2024
(Project-Based)

- Evaluated students' oral and written English examinations
- Transcribed students' oral examination contents
- Tutored English to Japanese students online



SKILLS

- Proofreading
- Data Entry
- Calendar & Meeting Scheduling
- Email Management
- Task Management
- File Management
- Travel Arrangement
- Research
- Social Media Management
- Basic bookkeeping