

MARY ANN SIMACAS

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SUMMARY

Reliable and detail-oriented General Virtual Assistant with skills in administrative support, data entry, internet research, and customer service. Eager to help clients stay organized and productive while continuously learning new tools and processes.

WORK EXPERIENCE

Receiving Clerk/Documentary clerk

February 2024-April 2025

- Verified accuracy of incoming goods by checking quality and quantity against purchase orders, ensuring all items met company standards.
- Prepared and processed sales invoices with accuracy and timeliness.
- Organized and submitted complete documentation to the Accounts Payable Department for proper recording and payment processing.

EDUCATION

Bachelor of Secondary Education

June 2015-April 2019

J.H Cerilles State College Vincenzo Sagun extension Campus
Secondary teacher

HARD SKILLS

- Data Entry & Internet Research
- Email & Calendar Management
- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Drive)
- File Organization & Documentation

SOFT SKILLS

- Strong Attention to Detail
- Time Management & Organization
- Adaptability & Quick Learner
- Team Collaboration & Supportive Attitude
- Communication Skills

TOOLS & PLATFORMS

- Google Workspace (Docs, Sheets, Drive)
- Microsoft Office
- Canva (basic designs & Presentations)
- Trello/ Asana (basic task management)
- Zoom/ Google Meet

ADDITIONAL INFORMATION

- **Languages:** English
- **Certifications:** Using Basic Formulas and Functions in Microsoft Excel, Getting Started with Microsoft Excel
- **Technical Skills:** Data Entry & Email Management, Basic Canva Design, Calendar & Scheduling Tools, Communication Platforms