

JIRLIE ANN NARA

VIRTUAL ASSISTANT

Enthusiastic aspiring Virtual Assistant aiming to assist teams with administrative, data entry, and chat support tasks. Dedicated to continuous learning, efficiency, and maintaining strong organizational skills.

CONTACT ☎ 0965-276-9560
✉ jirlielacasanara14@gmail.com

WORK EXPERIENCES

RESULTS MANILA INC

Customer Service Associate

Jul.28,2022 - February.19,2024

- ✔ Assisted clients and patients with inquires related to healthcare services, ensuring accurate and timely responses
- ✔ Handling incoming calls, supporting clients with professionalism and empathy.
- ✔ Maintained detailed records of client interactions and escalated issues when necessary
- ✔ Provided clear guidance on healthcare process, appointments, and account information.

FREELANCER Home-based Tutor

May 2019 - Jul.20,2022 / present

- ✔ Provided one-on-one tutoring to students in elementary level, adapting lessons to their individual learning pace and needs.
- ✔ Prepared lesson materials, exercises, and progress tracking for students.
- ✔ Maintained clear communication with students and parents regarding performances and improvement.

DELHAI MEDICAL SUPPLY

Purchasing Officer

August 2018 - April 2019

- ✔ Managed procurement of goods and services, ensuring timely deliver and cost-efficiency.
- ✔ Communicated with suppliers to negotiate prices, terms and deliver schedules. Maintained accurate purchase records, invoices and inventory logs.
- ✔ Coordinate with internal departments to meet operational needs and deadlines.
- ✔ Ensured compliance with company with company policies and standard operation procedures.

BIOQUICK MEDICAL ENTERPRISE

Purchasing Officer

June 2017 - June 2018

- ✔ Managed procurement of goods and services, ensuring timely deliver and cost-efficiency.
- ✔ Communicated with suppliers to negotiate prices, terms and deliver schedules. Maintained accurate purchase records, invoices and inventory logs.
- ✔ Coordinate with internal departments to meet operational needs and deadlines.
- ✔ Ensured compliance with company with company policies and standard operation procedures.



PERSONAL DETAILS

Date of Birth
29th July, 1994

Nationality
Filipino

Marital Status
Married

Address
Tanauan City, Batangas,
Philippines

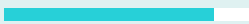
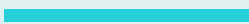
EDUCATION

College undergrad
BSBA-Marketing Management

SKILLS

- ✔ Microsoft Excel/Google Sheets
- ✔ Google Docs/Word
- ✔ Gmail/Outlook/ Email handling
- ✔ Basic Data Entry & Research
- ✔ Chat / Customer Support
- ✔ Attention Detail
- ✔ Time Management

LANGUAGES

English 
Tagalog 
Bisaya 