



ALEXANDRA AYSON

VIRTUAL ASSISTANT

About Me

Hospitality Management graduate and entry-level Virtual Assistant with hands-on training in administrative support, client service, and digital tools. Eager to apply my knowledge, adaptability, and attention to detail in a remote support role while continuing to grow in the virtual assistance field.

Contact

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 **Tarlac, Philippines 2316**

Education

Bachelor of Science in Hospitality Management

2018 - 2022

Tarlac State University

Tools

- Google Workspace
- MS Office
- Zoom
- ChatGPT
- Discord
- Meta
- CapCut
- Canva
- Notion
- Trello
- Slack

Certificate

The VA Camp

Virtual Assistant Course

ID: H36F5E89D2HH

Skills

- Administrative Support: Calendar management, email handling, travel arrangements, file organization, task coordination, and proofreading
- Operations & Organization: Workflow optimization, data entry, inventory tracking, checklist creation, and confidential records handling
- Communication & Client Service: Professional client interaction, team coordination, and customer support
- Digital Tools & Content: Google Workspace, Microsoft Office, POS systems, video editing, and foundational social media management
- Reporting & Analysis: Research, reporting, presentations, and basic bookkeeping

Work Experience

Freelancer, Aug 2024 - present

- Detailed Documentation & Record-Keeping: Maintained organized and accurate notes, meeting minutes, and client records to support efficient operations and informed decision-making.
- Confidential Data Handling: Managed sensitive client and financial information with strict adherence to privacy regulations and organizational compliance standards.
- Administrative & Operational Support: Oversaw diverse administrative tasks including data tracking in Google Sheets, creating checklists, managing inventory, and maintaining digital content libraries to streamline workflows.
- Client-Facing Service Excellence: Delivered professional, responsive customer service by greeting clients, addressing inquiries, and fostering a welcoming environment.
- Team & Workflow Coordination: Supervised staff during daily operations, facilitated smooth shift transitions, and ensured effective team collaboration.
- Point-of-Sale & Financial Accuracy: Processed transactions, balanced cash drawers, and conducted end-of-day reconciliations to uphold financial integrity.
- Media Production & Content Management: Edited video content for clarity and engagement under tight deadlines, and maintained a structured digital archive for future use.

Language Assessor, June 2023 - Feb 2024

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

- Evaluated Proficiency: Assessed students' oral and written exams to measure language skills and progress.
- Transcribed Exams: Accurately transcribed oral exam content for record-keeping.
- Team Leadership: Led a team to achieve 97% accuracy in scoring English assessments.
- Online Tutoring: Delivered online lessons to Japanese students, improving language skills and confidence.