



# Ellosin Yrra T. Sigua

## General Virtual Assistant

📞 0975-7375-639

✉️ ellosinyrrasigua@gmail.com

📍 Santiago, Sta.Ana. Pampanga, Philippines

### SUMMARY

I'm the Buddy your Business needs! I'm here to help your business thrive. My skills include Internet Research, Email Handling, Customer Support, G Suite, MS Office, Document Organization, Market Research, and other VA tasks. I love digging for info online and using various search engines to find what you need. Let's grow your business together!

### EDUCATION

2015-2019

#### COLEGIO DE SEBASTIAN-PAMPANGA

Bachelor of Science in Business Administration

Major in Human Resources Development

### PERSONAL INFORMATION:

Date of Birth : September 26,1998

Civil Status : Single

Age : 24 years old

Citizenship : Filipino

### EXPERIENCE

#### Executive Virtual Assistant

MELLO VIBE. CO

UNITED ARAB EMIRATES

JUNE 2024-PRESENT

- Email and Calendar Management: Manage correspondence and scheduling with efficiency to support daily operations.
- Training Program Logistics: Fully coordinate the logistics of training programs, including venue selection, arrangements, and presenter liaisons, financial records.
- Business Analysis: Execute high-level business analyses to inform strategic decision-making.
- Project Oversight: Monitor major projects, provide detailed progress reports, identify challenges, and propose actionable solutions.
- Drafting Documents: Prepare comprehensive job descriptions and other critical corporate documents.
- Daily Reporting: Consistently deliver daily updates to keep the executive team informed of status and developments.
- Video Conferencing: Remain available for video calls as needed to ensure constant communication.

### GENERAL VIRTUAL ASSISTANT TRAINEE

PRO VA 2024

- This summary encapsulates various virtual assistant roles:
- Social Media Manager: Manages social media accounts, creates content, and engages with followers.
- Facebook Ads Manager: Develops and optimizes Facebook ad campaigns to increase conversions.
- Search Engine Optimization (SEO): Enhances website visibility in search engine results through keyword research and on-page optimization.
- Data Entry Specialist: Enters and manages data accurately and efficiently.
- Lead Generator: Identifies and pursues potential leads for businesses or organizations.
- Graphic Design/Video Editor: Creates visually appealing graphics and edits videos for diverse purposes.
- Online Bookkeeper: Manages financial records and transactions for businesses in an online environment.
- Web Designer/Developer: Designs and develops websites using coding languages like HTML, CSS, and JavaScript.
- Real Estate Virtual Assistant (REVA): Provides administrative support to real estate professionals, including managing listings and coordinating appointments.
- E-Commerce VA/Amazon VA: Supports e-commerce businesses or Amazon sellers with tasks like product listing, order processing, and customer service.
- Email Management: Organizes and responds to emails efficiently, ensuring timely communication.
- Travel Management: Coordinates travel arrangements, such as booking flights, hotels, and transportation, for individuals or groups.

ORIENTAL CONSULTANT PHILIPPINES, INC

NOVEMBER 15, 2023-PRESENT

**NORTH-SOUTH COMMUTER RAILWAY EXTENSION (NSCR-EX)  
PROJECT (GENERAL CONSULTANT AND DATA MANAGER)**

- Supervise data collection, storage, and organization, ensuring accuracy and security.
- Develop data management policies, collaborate with teams to identify needs, and oversee entry and validation processes.
- Monitor data quality, conduct analysis, and stay updated on best practices.
- Train staff and support decision-making by providing reliable data.
- Help DOTr issue important documents for land acquisition to landowners.
- Assist in gathering and verifying data for those impacted by the NSCR-Ex Project.
- Conduct a survey to assess compensation for affected families.
- Organize meetings and collect data in various LGUs.
- Aid in delivering notices to affected landowners.
- Assist DOTC in identifying households eligible for socialized housing.
- Compile a list of affected families for submission to the National Housing Authority, meeting DOTr and NHA requirements.

**SPINNEYS ABU DHABI LLC**

HUMAN RESOURCES SPECIALIST

DECEMBER 15, 2022-OCTOBER 15, 2023

- This role combines HR and administrative duties, including managing employee relations, processing staff locally and internationally, overseeing training and development, conducting performance reviews and exit interviews, and handling visa and contract procedures. Additionally, administrative tasks involve processing various permits and certificates, managing incoming calls and emails, reconciling supplier accounts, handling payments, and managing online vouchers.

**MANUFACTURING COMPANY, CLARK PAMPANGA**

HUMAN RESOURCES SPECIALIST

SEPTEMBER 12, 2022 - DECEMBER 07, 2022

- This role focuses on employee engagement and relations, providing HR support, investigating disciplinary matters, coordinating grievance procedures, and assisting with disciplinary actions under the guidance of the HR Head. Responsibilities also include orienting new hires on the code of discipline and maintaining records related to disciplinary actions.

**MOTHER TERESA OF CALCUTTA MEDICAL CENTER**

HUMAN RESOURCES SPECIALIST

JUNE 2019 - SEPTEMBER 10, 2022

- This role covers a broad spectrum of HR duties, including employee engagement, recruitment, timekeeping, training, payroll, benefits management, compliance with government regulations, conducting exit interviews, and providing general HR support. It also involves handling disciplinary matters, coordinating grievance procedures, assisting with disciplinary actions, and orienting new hires. Administrative tasks include managing employee timekeeping records, scheduling assessments, overseeing recruitment processes, conducting interviews, maintaining employee files, and handling various HR-related documentation.

**MOTHER TERESA OF CALCUTTA MEDICAL CENTER**

CUSTOMER RELATIONS ASSOCIATE

APRIL 16, 2020 - NOVEMBER 15, 2020,

- Greets and assists patients and visitors at the hospital front desk, directing them to the appropriate areas and providing information about hospital services. Answers and routes incoming calls, handles inquiries politely, and knows how to respond to emergency calls. Operates the telephone console efficiently, maintains patient confidentiality, and directs calls to patient rooms or departments. Provides paging services for patients, relatives, and employees, including emergency announcements. Collects feedback forms from patients for discharge. Reports any issues with the telephone system and assists with training new staff.

**REFERENCE**

**DHAMIELYN A. SARNO, MIT**

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Project Manager PRO VA PH