



Honeyleen Daphne Gonzales

Executive Assistant

Hardworking and focused Executive Virtual Assistant offering excellent communication, planning and prioritization skills demonstrated through a collective 4 years of performance. Skilled at drafting reports and business correspondence, managing mail and updating tracking spreadsheets. Exceptional administrative skills with expertise in the Financial, Insurance and Property Management Industry

Contact

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Email

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Address

Cut Cut 2nd Capas, Tarlac

Education

2013-2017

Business Administration
Marketing Management

Tarlac State University

2010 - 2013

Secondary Level
Capas High School

Expertise

- Data Entry
- Administrative Support
- Customer and client relations
- Insurance & Investment Industry
- Property Management
- Email & Database Management
- Answering Client phone calls and email Inquiries

Software

Xeppo	Microsoft Office
Xplan	Outlook
PropertyMe	GDrive
Slack	Canva
Google Suite	AgentBox
Realworks	RTA/eservice

Work Experience

2020-2022

Cloudstaff Philippines, Angeles, Pampanga

Executive Virtual Assistant

- Responded to Client calls, emails and other correspondence
- Worked with senior management to initiate new projects and clients and assist in various processes.
- Filed paperwork and organized computer-based information.
- Provided Insurance quotations from different Insurers (Australia)
- Coordinated processes to the advisers from the Insurers
- Handled client inquiry and request regarding their Insurance and Investment.
- Data Entry and Management

2018 - 2019

PMVA INC., Clark, Pampanga

Property Management Virtual Assistant

- Maintained original leases and renewal documents in digital and hardcopy format for property management office.
- Connects with third party suppliers to maintain property repair and maintenance
- Sending tenant arear reminders
- Scheduling routine inspection for Property Manager
- Posting Sales, Marketing and Advertising to promote vacant properties in different property websites

2017-2018

Philippine Life Assurance Corporation, Tarlac, Tarlac

Branch Assistant

- Maintained high standards of customer service by building relationships with clients.
- Met with customers to provide information about available products and policies.
- Managed filing system, entered data and completed other clerical tasks
- Handling Financial Advisors Cheques

2016

Sutherland Global Services, Tarlac Tarlac

Customer Service Consultant

- Answering phone and chat inquiries of the customers and providing solution to their order issues

Certifications

Career Service Examination

Professional
Second Level Eligibility
March 2018

REGISTERED MARKETING PROFESSIONAL

JA Philippines, Inc. - A Member of JA Worldwide
Certification Exam passer
June 2016