



HONEYLEEN DAPHNE GONZALES

EXECUTIVE VIRTUAL
ASSISTANT



Contact



Capas Tarlac, Philippines



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Skills

Administrative Management

Data Management

Personal Assistant

Customer Service

Property Management

Calendar Management

Insurance Client Service

Online Research and Data Mining

Answering Phone/Emails



Software Expertise

Google Suites

Microsoft Office

Canva

Xplan & Xeppo

Property Me

Slack, Teams, Skype, Zoom

Adobe



About Me

Hardworking Executive Virtual Assistant offering excellent communication, planning and prioritization skills demonstrated through a collective 5 years of performance. Skilled at assisting businesses with their goals. Exceptional administrative skills with expertise in the Financial, Insurance and Property Management Industry



Education

Business Administration

Marketing Management

2010 - 2013

Tarlac State University



Work Experience

Cloudstaff Philippines (June 2020 - September 2022)

Executive Virtual Assistant II

- Managed contracts for CEO and Financial Advisors
- Managed Administrative task including Data Entry, Calendar Management, Inventory and Weekly reports.
- Provided Insurance quotations from different Insurers (Australia)
- Customer Service - Managing Incoming email & mail correspondence. Answered (average 30) clients calls and assisting with their Inquiry.
- Worked with CEO/ senior management to initiate new projects and clients and assist in various processes

PMVA Inc. (Dec 2018 - Dec 2019)

Property Management Virtual Assistant

- Assisting in managing the property from screening tenants, rent collection, leasing administration to handling repairs and maintenance.
- Drafting lease contracts and Basic accounting
- Posting Sales, Marketing and Advertising to promote vacant properties in different property websites

Philippine Life Assurance Corporation

Branch Assistant (June 2017 - Dec 2018)

- Acted as the branch main administrator- Data entry, Customer Service, Inventory.
- Meeting with clients to provide information about available products and policies

Sutherland Global Services (2016 - Part time)
Customer Service Consultant

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