

HANIE FAITH LAMBAYONG

V I R T U A L A S S I S T A N T

ABOUT

I am organized, detail oriented and efficient Virtual Assistant. I am skilled in prioritizing, completing multiple tasks simultaneously and following through to achieve business goals. I am eager to learn and deliver what's best for my client.



SPECIALIZATIONS

- Customer Service
- Digital Marketing
- Social Media Management
- Data Entry
- Transcription
- Calendar Management
- Google Docs and Google Sheets
- Organize Bank Transactions

PERSONAL SKILLS

- Team Player
- Always open for improvement
- Fast learner
- Reliable and professional
- Time Management
- Motivated
- Creative
- Highly organized

CONTACT INFO

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WORK BACKGROUND

VIRTUAL ASSISTANT

Jeremy Acosta, Entrepreneur (Los Angeles, CA)

- Picture editing thru Canva
- Advertising Car ads in Facebook Marketplace and Car websites
- Solving efficiently flagged Car ads

CUSTOMER SERVICE REPRESENTATIVE

Bank of the Philippine Islands

- Deliver prompt, accurate and excellent customer service
- Handling customer's complaints professionally
- Solving customer's problems effectively
- Market investment and loan products according to customer's financial needs
- Process bank transactions including account opening, wireless transfers, deposits, etc.
- Assist Operation Business Manager in organizing bank documents

EDUCATION

BSBA major in FINANCIAL MANAGEMENT
Far Eastern University, Diliman