



# JUAN DELA CRUZ

## VIRTUAL ASSISTANT

MOBILE NUMBER: 0917 214 0143

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WEBSITE: www.juandelacruz.com

## PROFILE

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An energetic self-starter with strong communication skills creative, resourceful and a flexible professional who enjoys Learning new skills and works well independently or on a team. I am able to adapt to changing priorities and maintain a Positive attitude and strong work ethic

## EXPERIENCE

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### VIRTUAL ASSISTANT

#### Startups Corp (2015 to Present)

- Providing customer service and administrative supports to clients from different part of United States, Canada and Australia
- Expert in Data Entry, Web and LinkedIn Research
- Managing the Emails

### VIRTUAL ASSISTANT

#### RealPro Software (2010 to 2015)

- Assisted additional clients with Powerpoint Presentation, Website Content Development, Dictation and Data Entry
- Specialized in Office Organisation, Mass Mail Merges, Book Reviews and Event Planning
- Generate mock promotional product images using Adobe Suite CS6

## SKILLS

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- Performance and scalability optimisation
- Data Entry
- Desktop Publishing
- Data Warehousing and Analytics

## EDUCATION

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### BS COMPUTER SCIENCE

New City College (2010 to 2014)

### DIPLOMA IN MULTIMEDIA ARTS

School of The Arts (2008 - 2010)