



MARIFEL MANALILI

VIRTUAL ASSISTANT

PERSONAL PROFILE

I am a business co-owner for 5+ years up to now. And as a business co-owner, I have honed skills such as being highly organized, determined, and excellent communication skills. To be a competent virtual assistant, I have also attended training for virtual assistance course and I am one of the exemplary student from our batch.

WORK EXPERIENCE

Virtual Assistant | Part-timer Wanderlust PTS

- Data Entry Role
- Admin Tasks - Website Job Posting

Business Owner

Four Quimson Trading | Sept 2016 - up to present

- Data Entry & Organizing data.
- Compliance and Legal Responsibilities such as permits and filing taxes.
- Keeping the accounting system up to date and reconcile bank statements.

Registered Nurse

Region 1 Medical Center | June 2012 - November 2012

- Assess patient data using Computer equipment that monitors patient vital signs.
- Assist physicians during treatments and emergency surgeries

EDUCATIONAL HISTORY

Filipino Virtual Assistance Academy

Freelancing Virtual Assistance Course | January 2021

Gold Certificate

Lyceum-Northwestern University

Bachelor of Science in Nursing | June 2007 - April 2011

CONNECT WITH ME

📍 Corner Col. D St. Poblacion
Mabini, Pangasinan
Philippines 2409

✉️ marifelmanalili29@gmail.com

📞 +63 998 547 1494

🌐 marifelmanalili.wixsite.com/
marifelvirtual

SKILLS SUMMARY

- Administrative tasks
- Data entry Tasks
- Transcription
- Social Media Management
- Honest
- Tech Savvy
- Trainable & Fast-learner

EXAMINATION

📖 Board Passer in Licensure
Exam for Nurses
December 2011