

TEFANY JEAN A. PANEDA

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Blk 9 Lot 2 Phase 1 Gladiola Street, TS Cruz Subdivision,
Brgy. Almanza II, Las Piñas City



I am very excited to see if there is an open position for a Virtual Assistant at your company! I do not have an experience as a VA, but I am willing to undergo any training needed. I had a work from home set-up for more than a year as a social media account moderator. This is under a BPO company. My home office is fully equipped with the standard office equipment needed to execute administrative assignments. Working independently and taking initiative when necessary are traits that I have sharpened as a moderator. I am confident and I am looking forward to being given an opportunity to be part of your team

EDUCATION	PERSONAL DATA
Bachelor of Science in Industrial Education • 1999 - 2001 Technological University of the Philippines Taft, Manila Second Year College Completer	Nationality: Filipino Gender: Female Marital Status: Married Date of Birth: 09/02/1981 Place of Birth: Bislig, Surigao
WORK EXPERIENCES	PERSONAL SKILLS
MAJOREL Social Media Account Moderator (CSR I) Alabang, Muntinlupa April 23, 2021 – November 24, 2022 <ul style="list-style-type: none">Responsible for evaluating online social media or advertising content in conjunction with policy.Visually navigate and review images and text-based content through internally developed applications or client tools as appropriate.Participate in meetings to discuss findings and ongoing recommendations.Use internally developed applications to generate quality reports if required.Maintain high quality deliverables in daily workflow.Examine content which may include ad units, applications or web pages and record findings and opinions using web-based tools and workflow systems.Work with engineering and linguistics to help improve the quality of next generation web services as required.Work with exceptional attention to detail and deliver optimal quality and productivity levels through data analysis	<ul style="list-style-type: none">Ability to work independently or as part of a teamEager to learn new task and knowledgeWilling to be trained
NAMIT RESTAURANT Manager and Cashier Shell Residences, Pasay City January 2018 – March 2020 <ul style="list-style-type: none">Responsible for the effective recruiting and managing the restaurant's employeesOverseeing operationsHandling customer complainsGenerating financial reportsEnsure health and safety regulationsManage inventor	REFERENCES <ul style="list-style-type: none">Paul Abucejo Businessman Almanza II, Las Piñas City +639394821707Pamela Manuel CSR Makati City +639755449073Norma Bautista Canteen Owner Zapote, Las Pinas City +63963448900
KAREN CHAO Domestic Helper Tai po, Hong Kong March 2015 – October 2017 <ul style="list-style-type: none">Responsible for all the household choresTaking care of 2 children, ages 3 and 1	

I hereby certify that the information above is true and correct to the best of my knowledge.


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