



**WENDELYN  
T. BLAZO**

## CONTACT

- 📞 09275643662
- ✉ wendelyntblazo@gmail.com
- 🏠 Cebu, Philippines

## EDUCATION

Southern Leyte State University-  
Main 2011 - 2014

- Bachelor of Science in  
Information Technology Major in  
Programming

## ACHIEVEMENTS

- 2014- Participant at Best in  
Thesis 2014
- 2019- Employee of the Year

## SKILLS

Communication	★★★★★
Time Management	★★★★★
Microsoft Office	★★★★★
Google Apps	★★★★★

Knowledge in:

- Social Media
- Canva
- Lightroom

## Virtual Assistant

I'm a Virtual Assistant of a Learning Management System for 5 years. I specialize in managing an LMS, handling and administering day to day operation within compliance department and a year experience as a tech support.

## EXPERIENCE

2016 - 2017 SYKES ASIA INC

### TECHNICAL SUPPORT REPRESENTATIVE

- Review trouble tickets and ensure they are either resolved immediately or escalated for on-site technician visit.

2017 - 2022 PMAXGLOBAL

### COMPLIANCE COORDINATOR | VIRTUAL ADMIN ASSISTANT

- Create, assign and maintain users (employees), training courses and documents within LMS tool, Microsoft Office and Google Workspace for 800+ employees.
- Admin support of the LMS tool.
- Create SOPs on how to navigate the LMS.
- Coordinate with the Compliance Officer in revising the compliance programs for annual reviews as per the changes in the requirements.
- Implement and uphold policies & procedures that meet government standards for the company.
- Generate reports on compliance training status of employees.
- Assist the compliance officer (Head of the Compliance Department) when required.