



# REGIA ELEONOR G. BERDERA



09098456972



goyongcoregia@gmail.com



linkedin.com/in/regia-goyongco-9230a31b2

## SYSTEM FAMILIARITY

- Outlook
- Quickbook
- Canva
- Calendly
- Saber
- Asana
- Amadeus
- Excel
- Salesforce
- Wordpress
- Netsuite
- Teams
- Trello
- Skype
- Zoom
- Google Meet
- Time Tracker
- Google Workspace

## EDUCATION

- Bachelor of Science in Psychology  
Southwestern University

## SKILLS AND KNOWLEDGE

- Team Management
- Marketing Management
- Administrative Management
- Strategic Planning
- Inventory Management
- Communication Skill
- Calendar Management
- Data Entry
- To be thorough and pay attention to detail

## CERTIFICATES

- Certificate of Completion the 15 hours VA Social Media Marketing, Algorithm, Content Creation , Basic Video Editing, Lead Generation, SEO, WordPress and Facebook Ads.
- Certificate of Completion the 9 hours Real Estate Virtual Assistant Course which includes Administrative tasks, Social Media Marketing, Listing Management , Transaction Coordinator, CRM's and Apps, and Real Estate process.
- Certificate of Achievement (Top Performance of the month)
- Certificate of Employee Loyalty

## PROFESSIONAL SUMMARY

A diligent, self-reliant, and integrity-driven individual with vast experience. I always keep track of my tasks by creating a list and utilizing high-level work-tracking tools to ensure that I am on track with deadlines and to complete it on time without compromising the quality of the deliverables. I am also well-versed in using high-level applications. With my years of experience in handling customer service and client relations, I have gained knowledge, skillset, and experience in dealing with high-level clients, providing them with updates and reports on a daily, monthly, and quarterly basis. With all these experiences and my work ethic, I will be able to share this with the organization and help your business.

## PROFESSIONAL EXPERIENCE

### Virtual Assistant

#### Student World

January 2024 – Present

- I manage administrative tasks such as scheduling appointments, handling communication, conducting research, and providing project support to ensure efficient operation for my client
- I involves creating, scheduling, and managing posts across various social media platforms, as well as engaging with followers and monitoring analytics.
- Data Entry and Management: Inputting and organizing data, maintaining databases, and generating reports as needed.
- I also do personal Tasks: Assisting with personal errands, scheduling personal appointments, or managing household tasks for clients.

### SECRETARY

#### BARANGAY POBLACION OF CORTES

October 2020 – November 2023

- Record minutes during the council meeting.
- Prepare the agenda of the meeting.
- Create reports and submit them to the relevant government agencies.
- Maintained government records and performed other administrative tasks as assigned.

### TRAVEL CONSULTANT/SALES EXECUTIVE

#### TABEER TOURISM - ABU DHABI

January 2018 – September 2020

- Maintained accurate records of bookings, payments, transactions, phone calls and meetings.
- Conducts research on destinations and industry trends.
- Builds and maintains relationships with travel and tour vendors.
- Sells and coordinates transportation, accommodations, insurance, tours and activities.

### TELEMARKETER

#### UNILEVER PHILIPPINES

June 2016 – January 2018

- Handled inbound and outbound calls.
- Scheduled appointments with sales representatives and prospected buyers.
- Obtained and maintained customer records for future transactions.
- Deliver prepared sales scripts to persuade potential customers to purchase products or services.

### ADMIN STAFF

#### RED SYSTEM COMPANY

January 2014–June 2016

- Answered phone calls, scheduled meetings, and support visitors.
- Organized and scheduled appointments.
- Wrote and distribute emails, correspondence memos, letters, faxes, and forms.
- Plan meetings and take detailed minutes.