

## RACHELLE MAE P. BALLESTEROS

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### SKILLS

- Excellent communication and writing
- C2 English Level
- Technical & Problem solving
- Data Entry
- Administrative Tasks
- Construction Estimates
- Draft and read construction blueprints
- Customer Service
- Calendar Management and scheduling
- Email Management
- Keen attention to details
- Word processing
- Multi-tasking
- Team player
- Time keeping and management

### TOOLS

- Zoom
- Calendly
- Canva
- Asana
- MYOB
- Adobe
- ChatGPT
- Google Suit
- Microsoft 365
- Programa
- Sketch Up
- AutoCAD

### WORK EXPERIENCES

#### Virtual Assistant/QA Analyst

Redwood Design and Construct  
June 2023-April 2024

- Bill of Quantities (BOQ) and Take offs
- Drafting and issuing Purchase Order (PO)
- Drafting and issuing and managing contracts
- Document Management
- Sending Emails to suppliers and contractors

#### Administrative/Technical Support

TESDA PTC-Kabankalan  
January 2018-May 2023

- Customer Service (on-call and face-to-face)
- Billing of Accounts payable and Accounts receivables
- Data Entry
- Scheduling and calendar management
- Administrative Tasks
- Technical Support
- Procurement

### EDUCATION

**Supplemental in Bachelor of Science in Secondary Education**  
Kabankalan Catholic College

#### Bookkeeping NC III

Kabankalan Catholic College

#### Bachelor of Science in Civil Engineering

STI West Negros University

#### Bachelor of Science in Civil Engineering

Central Philippine Adventist College