

June 8, 2025

Madame/Sir;

Good day!

I am writing to express my interest in the full time Admin Virtual Assistant position in your good company. While my previous work experience is not directly related to Virtual Assistant, I am confident that the skills and dedication I bring will allow me to succeed in this role.

I have a strong passion for teaching and helping others improve their English communication skills. I am a fast learner, can work well under pressure, and am willing to render overtime when necessary. I believe that my adaptability, work ethic, and eagerness to grow professionally make me a strong candidate for this position.

Though I may not have extensive experience in this specific field, I am committed to giving my best and continuously improving to contribute positively to your team. I am confident that my college background and training have prepared me to face challenges and perform effectively. Please find my resume attached for more details about my qualifications. I would be grateful for the opportunity to discuss how I can be a valuable addition to your team. I am available for an interview at your most convenient time.

Thank you very much for considering my application. I look forward to hearing from you.

Very truly yours,


Philwin Grace B. Adobas

PHILWIN GRACE B. ADOBAS

- Purok Kulo, Tomoy-tomoy, Maasin City, Southern Leyte
- E-mail Address: philwingraceadobas@gmail.com
- Contact number: 09682597005/ 09621174137



OBJECTIVE:

I am writing to express my interest in the full time Admin Virtual Assistant position in your good company. While my previous work experience is not directly related to Virtual Assistant, I am confident that the skills and dedication I bring will allow me to succeed in this role. I have a strong passion for teaching and helping others improve their English communication skills. I am a fast learner, can work well under pressure, and am willing to render overtime when necessary. I believe that my adaptability, work ethic, and eagerness to grow professionally make me a strong candidate for this position.

Though I may not have extensive experience in this specific field, I am committed to giving my best and continuously improving to contribute positively to your team. I am confident that my college background and training have prepared me to face challenges and perform effectively.

Please find my resume attached for more details about my qualifications. I would be grateful for the opportunity to discuss how I can be a valuable addition to your team. I am available for an interview at your most convenient time.

PERSONAL DATA

Birth Date	: February 19, 1997
Civil Status	: Single
Height	: 5`5”
Weight	: 62 kls.
Citizenship	: Filipino
Religion	: Roman Catholic
Languages spoken	: English, Filipino, Visaya
Father	: Philbert D. Adobas
Mother	: Edwina B. Adobas
Parents Address	: Tomoy-tomoy, Maasin City, Southern Leyte

EDUCATIONAL BACKGROUND

VOCATIONAL COURSE

Bookkeeping NC III College Of Maasin Graduate

TERTIARY

BACHELOR IN ELEMENTARY EDUCATION

(Cum laude) Saint Joseph College
Tunga- tunga, Maasin City Southern Leyte
April 2017

SECONDARY

(Athlete of the Year) Saint Joseph College
Tunga- tunga, Maasin City, Southern Leyte
March 2013

ELEMENTARY

(Valedictorian) Libhu Elementary School
Libhu, Maasin City, Southern Leyte
March 2009

SKILLS

- Computer Literate (Microsoft Word, MS Excel, Power Point Presentation, MS Movie Maker)
- Hosting, Designing and Calligraphy
- Written and Oral communication Skills
- Flexibility and Adoptability
- Able to work efficiently in a team environment
- Sports Minded with Discipline
- Hard Working, Passionate and Work Efficiently
- Work with Time Management
- Social media Handler (3 years)

EXPERIENCE

- **6 months BPO experience (CONCENTRIX- Booking.com)**

Business process outsourcing (BPO) is the act of outsourcing some aspect of your business's operations to a third-party vendor or service provider. A BPO call center is a team of outsourced agents who handle incoming and outgoing customer calls for other businesses. BPO call centers handle more than simply calls. Highly motivated and experienced call center professional with 6 months of experience providing excellent customer service to clients. Skilled in using technology to improve customer experience, problem-solving, and multitasking. Key Skills: Excellent communication skills are being developed in this kind of work.

- **3 years handling social media for (PNP)**

Talk about how you've utilized social media to connect with others, build a personal brand, or contribute to a community. Highlight any specific achievements or projects you've worked on that demonstrate your ability to effectively use social media for professional purposes.

Posting and monitoring social media platforms: Depending on the size of your team, you may be responsible for posting and monitoring all social platforms. In that case, you may need to schedule posts and observe followers' responses. You may also be responsible for responding to comments and messages from followers.

The main purpose of a social media handler in PNP as one of my works during those days is to promote that PNP is not like other think that usually on the news nowadays. My role is the one who monitors, updates, posts and provide details to people and subscribers about what PNP did to the community that basically they didn't know.

- **Nursery II Teacher (45 days- SAINT JOSEPH COLLEGE)**

I would describe myself as a positive, energetic, knowledgeable, and industrious teacher. I have a flexible style of teaching that can cater to all students and abilities. I would also say that I am a high-achieving teacher. For example, in my last role, I managed to turn around an under-performing class.

A teacher of these 3-year-old kids is a professional who helps students acquire their knowledge about specific subjects. Gaining experience for a teaching role can help you convey your ability to instill knowledge in students. Learning about teaching experience and how to gain it can help you get your desired position.

The most important skills that I applied in successfully handling these kids is patience and dedication in terms of letting the kids know how to learn independently not just the basic subjects but also the basic things in life that they must learn without any help with other people.

CHARACTER REFERENCE

- | | | | |
|---------------------------------|-----------------|----------------------|-------------|
| 1. Mr. Aselo Cabilao | Instructor | Saint Joseph College | 09174655899 |
| 2. Mrs. Estrelita B. Plarisan | Principal | Saint Joseph College | 09176912585 |
| 3. Mr. Dante Monter | Sports Director | Saint Joseph College | 09174655899 |
| 4. Mrs. Daryl Mercado Costillas | | Maasin City | |

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



Philwin Grace B. Adobas

Applicant Signature