



KRIS CAMELLE G.

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

Canva
Capcut
Microsoft Office
Google Workspace
Calendly
Todoist
Trello
Click-up
Notion
Apollo.io
Social Media Platforms
Oracle Accounting Software

PERSONAL PROFILE

Experienced Virtual Assistant with a background in accounting, customer support, and administrative tasks. Proven ability to manage day-to-day operations, handle customer inquiries, and optimize team productivity. Skilled in various tools and platforms, eager to learn and adapt to new systems to enhance service quality.

WORK EXPERIENCE

GENERAL VIRTUAL ASSISTANT - INTERN

[Lucid Strategies](#) | June 2024 - July 2024

- Managed social media job postings, created job posters, and facilitated applicant outreach through pre-screening calls and emails.
- Led onboarding sessions, scheduled meetings and training, and provided internal support to employees and interns.
- Monitored the progress of new hires as part of the retention team and managed the offboarding process through exit interviews

GENERAL VA/SOCIAL MEDIA MODERATOR

[GritPro VA Seviles](#) | June 2024

- Monitored and managed comments, reviews, and messages on clients' social media accounts utilizing NapoleonCat and Meta Business Suite features.

SPECIAL ACCOUNTS STAFF (AR/AP)

[Decoarts Marketing Inc.](#) | February 2017 - August 2023

- Managed accounting tasks using ORACLE Accounting System.
- Handled billing and collection processes for customer and supplier accounts.
- Collaborated with cross-functional teams including accounting, legal, and operations for process optimization.

EDUCATION HISTORY

[Christian Colleges of Southeast Asia](#)

- Bachelor of Science in Accountancy