



CONTACT

PHONE

09815322370

EMAIL

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ADDRESS

Bislig City, Caraga, Philippines

SKILLS

- Computer Proficiency
- Customer-service
- Strong work ethic
- Project Management
- Resourcefulness

LANGUAGE

- English
- Tagalog
- Bisaya
- Kamayo

ALOHA LEA MARTINEZ

VIRTUAL ASSISTANT

ABOUT ME

Helping you reaching the outcome you have in mind. My client's satisfaction have always been my goal as a Virtual Assistant. I can provide you with lots of services that can minimize your workload, a tech savvy, a problem solver, and enthusiastic individual with superior skills in both team based and independent capacities. I've always been giving the best that I could in every work I did.

WORK EXPERIENCE

Virtual Assistant

October 2022 - November Onwards

- Completed the training with medalist and working as a virtual assistant in progress.
- Manage all the client's demands with satisfaction after the project has been made.
- Performed the tasks on time with quality work.

Radio Program Director

October 2020 - September 2022

- Assists the needs of the hourly program.
- Responsible for the playlists, programs and commercials to be played on-air as per schedule.
- Researches, plans and develops the programs to be on-air for it to be engaging and successful.

Government Employee

July 2019 - March 2020

- Making reports, editing and printing excel type of files.
- Checking the time per schedule of signing the attendance of the employees.
- Assigned to take control of the signing to the head of the offices for the said projects to be realized.

EDUCATION

University of Southeastern Philippines- Bislig 2016-2019

Bachelor of Secondary Education Major in English