



RITCHENE ALOLOR

VIRTUAL ASSISTANT | ADMINISTRATIVE SUPPORT |
CUSTOMER SERVICE

CONTACT

Phone

09121028864

Email

chenalolor@gmail.com

Location

Brgy. Lo-ok, Almeria,
Biliran, Philippines

CORE SKILLS

Administrative Support

Data Entry & Records

Customer Service

Calendar Management

Google Workspace

Microsoft Office

File Organization

Social Media Support

Attention to Detail

EDUCATION

Business Information Management

Asian Institute of Science and
Technology
2014 - 2017

Food & Beverage Services

Vocational Course
AIST | 2015

Cosmetology

Vocational Course
Electron Tech Center

Call Center Training

Virtual Assistant/ 2026

PROFESSIONAL SUMMARY

Highly organized and detail-oriented professional with comprehensive experience in administrative support, customer service, transaction processing, and documentation management. Skilled in handling precise records, managing client inquiries, and maintaining organized workflows in fast-paced environments. Demonstrates strong communication skills, exceptional adaptability, and advanced computer literacy with a passion for supporting global businesses remotely as a dedicated Virtual Assistant.

WORK EXPERIENCE

OfficeStaff

Rempil Manpower Agency

2017

- Managed daily office documentation, corporate scheduling, and administrative tasks efficiently.
- Organized digital and physical records, maintaining accurate documentation systems.
- Supported cross-functional operations with strong organizational and multi-tasking abilities.

Counter Checker

The Landmark Corporation

2019

- Maintained high-accuracy inventory control and transaction data records in a high-volume retail environment.
- Ensured peak operational efficiency and provided responsive, professional customer service.
- Demonstrated meticulous attention to detail during daily data auditing and performance reporting.

Cashier

The Landmark Corporation / SM Aura-Premier

2017-2018

- Processed complex financial transactions accurately, securely, and efficiently.
- Assisted large client volumes professionally, troubleshooting and resolving concerns effectively.
- Cultivated positive customer relations through excellent communication and service delivery.

Overseas Filipino Worker (OFW)

International Hospitality Support - Hong Kong

2019 - 2020

- Demonstrated cross-cultural adaptability, resilience, and top-tier professionalism in a diverse international work environment.
- Developed a robust work ethic and advanced interpersonal communication skill sets.