



# CARYL MALUENDA

GENERAL VIRTUAL ASSISTANT



Davao Cit, Philippines 8000



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095-425-7652



<https://carylkim14.wixsite.com/mysite>

Enthusiastic and detail-oriented virtual assistant eager to leverage emerging skills in administrative support, communication, and organization. Proficient in handling tasks remotely, adept at multitasking, and committed to delivering high-quality assistance to enhance productivity and efficiency.

## SKILLS

- General Virtual Assistance
- Lead Generation
- Digital Marketing
- Basic Email Marketing
- Insurance Verification
- Medical Billing
- Social Media Management and Marketing
- Simple Website Creation and Management
- Search Engine Optimization
- Customer Service Support

## EDUCATION

### UNIVERSITY OF IMMACULATE CONCEPTION

Nursing  
2022 - 2024

## INTEREST



Design



Music



Travel

## LANGUAGE

English

Filipino

## EXPERIENCE

### CUSTOMER SERVICE REPRESENTATIVE

Work from home CSR

- Punctuality
- Outstanding