



JAMAICA GELACIO

GENERAL VIRTUAL ASSISTANT

A Virtual Assistant who will assist to reduce your workload, and give you more time for the core business. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

✉ jamaicacelyngelacio@gmail.com

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SKILLS

- Graphic and Web Design
- Bookkeeping
- Photo Editing
- E-commerce
- Accounting
- Travel planning

TOOLS I USED:

- | | |
|---------------|---------------|
| • Canva | • Adobe |
| • Quickbooks | • Airtable |
| • Photopea | • Google |
| • Wix | • Workspace |
| • Squarespace | • Google Apps |

EDUCATIONAL HISTORY

BACHELOR OF BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT

Data Center College of Phils | 2019

- Graduated in 2019
- Graduated as Magna Cum Laude
- Special Awards: Leadership award, Best in Performing Arts, Financial Analyst of the Year, Best Defender, Best Feasibility Study

WORK EXPERIENCE

BANK TELLER

Card Bank, Inc. | 2019 - 2021

- Manual entry of debit and credit transactions. Recording transactions, which involves logging OR, PR and preparing transaction report.
- Creating/New accounts and helping with loan applications and promoting the bank's products and services.
- Recording of transactions of the clients account and transferring to the main system and keeping customers' personal information
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits.

VIRTUAL ASSISTANT

| 2021- Present

- Maintained positive work ethic and commitment to providing excellent service.
- Travel management
- Managing heavy load administrative tasks with accuracy.
- Setting Appointments
- Creating website
- Managing financial transactions, accounting and bookkeeping
- Email management
- E-commerce
- Calendar management
- Appointment Setter
- Data Entry
- Bookkeeping