

# ROSEMARIE BARLAO

GOAL DRIVEN VIRTUAL ASSISTANT

 (+63)9957699028

 [rosemariebarlao@gmail.com](mailto:rosemariebarlao@gmail.com)

 Sitio Hanopol Brgy. Kaong, Silang, Cavite  
4118 Philippines



## PROFILE

I'm confident in my ability to make anything I put my mind to success. I work quickly, positively, and efficiently because I love what I do. I'm extremely motivated and a great manager of time.



## EDUCATION

ASIAN INSTITUTE OF  
COMPUTER STUDIES  
2011-2013



## SOFTWARE

- MICROSOFT OFFICE
- CANVA
- ADOBE PHOTOSHOP
- POWTOON
- WORDPRESS



## EXPERIENCE

- **CONCENTRIX PH.** 2017-2019  
-CUSTOMER SERVICE REPRESENTATIVE
- **ROHM ELECTRONICS** 2014-2016  
-VISUAL INSPECTOR
- **SHINKOZAN CORP** 2012-2013  
-ON THE JOB TRAINING



## SKILLS

|                     |             |
|---------------------|-------------|
| ADMIN ASSISTANT     | ● ● ● ● ● ● |
| DATA ENTRY          | ● ● ● ● ● ● |
| CUSTOMER SUPPORT    | ● ● ● ● ● ● |
| PHONE SUPPORT       | ● ● ● ● ●   |
| EXCEL               | ● ● ● ● ● ● |
| APPOINTMNET SETTING | ● ● ● ● ● ● |



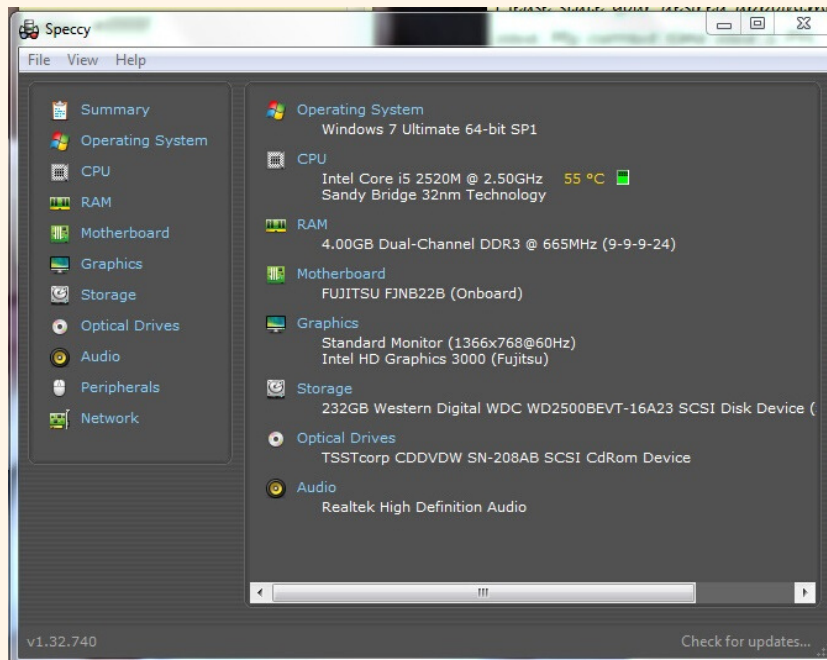
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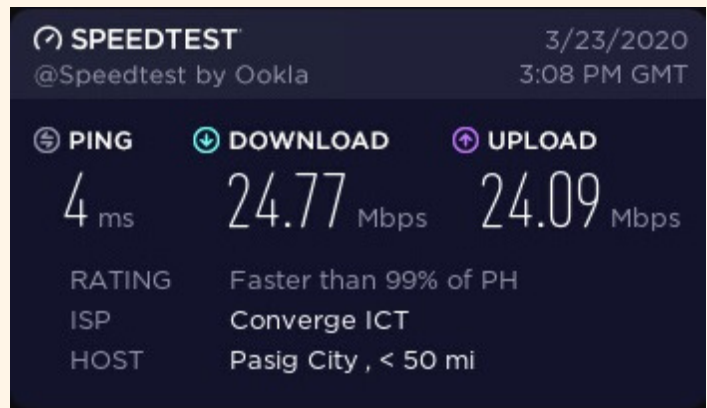
# APPENDUM



## LAPTOP SPECIFICATIONS



## INTERNET SPEED TEST RESULT WWW.SPEEDTEST.NET



## LAPTOP SYSTEM REQUIREMENTS

|                                               |                                                     |
|-----------------------------------------------|-----------------------------------------------------|
| System                                        |                                                     |
| Rating:                                       | 5.7 Windows Experience Index                        |
| Processor:                                    | Intel(R) Core(TM) i5-2520M CPU @ 2.50GHz 2.50 GHz   |
| Installed memory (RAM):                       | 4.00 GB (3.76 GB usable)                            |
| System type:                                  | 64-bit Operating System                             |
| Pen and Touch:                                | No Pen or Touch Input is available for this Display |
| Computer name, domain, and workgroup settings |                                                     |
| Computer name:                                | user-PC                                             |
| Full computer name:                           | user-PC                                             |
| Computer description:                         |                                                     |
| Workgroup:                                    | WORKGROUP                                           |
| Windows activation                            |                                                     |
| Windows is activated                          |                                                     |
| Product ID: 00426-OEM-8992662-00006           |                                                     |