

# EDELYN AGABON

## VIRTUAL ASSISTANT



### CONTACT

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### ABOUT ME

I am a highly organized and detail-oriented person. I help Business Owners, Entrepreneurs, and Coaches with their daily administrative tasks so that they can focus their time and energy on building the business.

### CORE SKILLS

- Admin Support
- Email Management
- Calendar and Travel Mngt
- Data Entry
- Web Research
- Google Drive
- Social Media Management
- Facebook Ads

### TOOLS

- Microsoft Office
- Google Drive
- Google Calendar
- Trello | Asana | HubSpot | Zoho

### WORK EXPERIENCE

**UPWORK | SEPTEMBER 2020-PRESENT**  
Virtual Admin Assistant

**RIZWOODS COLLEGES |**  
**JUNE 2010-JULY 2020**  
Administrative Assistant | Registrar

**RIZWOODS TOWER 2009-2010**  
Front Desk Officer

### EDUCATION

**LANAO SCHOOL OF SCIENCE & TECHNOLOGY, INC 2009**  
BS in Commerce  
Major in Business Administration