



VINAVILL GERALDE

**BOOKKEEPER
ADMINISTRATIVE ASSISTANT**



EXPERIENCE

Rizal Commercial Banking Corporation
Service Manager

2016 TO
PRESENT

- Responsible for the overall management of the bank as servicing channel
- Monitor and ensure soundness of the Bank's accounting books (Bookkeeping of records)
- Continuously conducts business process reviews to improve processing, service and strengthen control implementation
- Ensures total client satisfaction on its day-to-day operations
- Takes action to resolve in an expeditious manner, all customer complaints

Bank of Makati Inc.
Branch Operations Officer

2012 to 2016

- Reviews all required reports for accuracy/correctness of data.
- Monitors Bank expense and use of supplies and utilities; accounts for any significant increase; recommends actions to minimize operating costs.
- Maintains needed logbooks for proper recording.
- Striving to constantly refine and improve creative output.

Filipino Virtual Assistance by Julmar Grace Locsin

2019 to Present

- Freelance Virtual Assistance trained by Coach Julmar Locsin. Services included Data Entry, Transcription, Content Marketing/Planning, SEO, Social Media and Email Management, Graphic Design.

CONTACT

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www.instagram.com/vinageralde/

twitter.com/GeraldeVina

EDUCATION

2008 - 2012

**Ateneo de Davao
University**

Bachelor of Science in
Management Accounting

SKILLSET

- Bookkeeping
- Administrative works
- Data Entry
- Email Management
- Video Editing
- Internet Research
- Painting
- Graphic Design
- Transcription
- Social Media Management
- Scheduling