



Charlene Sibolboro

✉ sibolborocharlenee@gmail.com

☎ 09612984155

📍 Ilocos Sur, Philippines

👤 PROFILE

Dedicated Executive Virtual Assistant providing top-notch administrative and organizational support. Proficient in scheduling, email management, graphic designing, video editing and other administrative tasks. Committed to delivering exceptional results and exceeding client expectations. Let's streamline your workflow and boost your productivity together.

📁 WORK EXPERIENCE

Website Developer

2024 | USA

- Designed user-friendly websites from project briefs.
- Created wireframes and mockups for website design.
- Implemented responsive design for all devices.
- Improved user experience through design and testing.
- Stayed current with web design trends.
- Ensured website accessibility.

Executive Virtual Assistant

06/2024 | Hawaii, USA

- Social Media Management
- Email and Calendar Management
- Video Editing
- Graphic Design
- Created and sent out invoice
- Website Management
- Facebook Ads

Sta Cruz Savings And Development Cooperative [🔗](#)

Volunteer Worker

10/2020 - 08/2023

Assigned and facilitated to various department naming;

- Asset and Recovery
- Accounting Department
- Treasury Department
- Human Resources Department
- Loan Department
- Inventory Management
- In-house System Operation

On-The-Job Trainee

03/2023 - 07/2023

- Maintained a general ledger with up-to-date journal entries.
- Assisted in the preparation of financial accounts and reports, assuring accuracy and compliance to accounting standards.
- Used the Miscellaneous Transaction (MIST) System, the cooperative's internal system to enter data and keep proper financial records.
- Collaborated with a team member to complete accounts payable and receivable transactions.
- Conduct a seminar for prospective clients to provide information and clarify available services.

🎓 EDUCATION

Bachelor of Science in Business Administration - Financial Management

2019 - 2023

Ilocos Sur Polytechnic State College [🔗](#)

- Graduated with Academic Distinction
- Scholarship Grant Recipient

🧠 SKILLS

Facebook Ads

Graphic Design

Video Editing

Efficient Data Entry

Calendar and Email Management

Social Media Management