



# JENNIFER GUEVARRA

## General Virtual Assistant

**OBJECTIVE:** To provide reliable administrative support by using my strong work ethic, quick adaptability, and attention to detail to ensure smooth daily operations.

## PROFESSIONAL SUMMARY

- Reliable and detail-oriented professional with over 4 years of experience in administrative support and virtual assistance.
- Former English as a Second Language teacher with strong communication and Interpersonal skills.
- Skilled in managing daily operations, handling customer inquiries, and efficiently supporting business tasks.
- Dependable, easy to work with, and committed to delivering high-quality results.

## WORK EXPERIENCE

### GENERAL VIRTUAL ASSISTANT | NOV. 2021 - DEC. 2025

Undeniable Coaching LLC

- Organized and maintained digital files, records, and documents for easy access.
- Created and updated documents, spreadsheets, and digital records with well-structured formatting.
- Managed calendars, emails, and scheduled events.
- Performed data entry and maintained CRM records.
- Designed simple thumbnails and event cover photos
- Tracked payments and double-checked transactions to ensure payments were received and successfully processed.
- Proactively handled unexpected tasks and improved processes and organization.
- Provided customer support via email and chat
- Conducted online research and prepared reports.
- Performed general transcription tasks.
- Handled Facebook group moderation & engagement.

### ONLINE ESL TEACHER | FEB. - MAY 2021

Southeast Integrated Schooling Inc.

- Delivered ESL lessons to Korean students, helping them improve their speaking, reading, and communication skills.
- Monitored student performance and created reports with feedback for improvement.

### ONLINE ESL TEACHER | JUL. 2015 - AUG. 2016

ABC360

- Delivered engaging online English lessons to beginners, adults, and working professionals.
- Provided clear explanations and constructive feedback with review notes.
- Conducted free-talk (conversation) classes to improve fluency.

## CONTACT

- ☎ +63 960-321-2039
- ✉ jayloguevarra@gmail.com
- 📍 Bamban, Tarlac, Philippines

## SKILLS

- 🕒 Google Workspace (Docs, Sheets, Drive)
- ✉ Email Communication
- 🗣 Customer Support (Email, Chat)
- 📅 Email & Calendar Management
- 📝 Data Entry
- 🔍 Online Research & Information Gathering
- 👤 Administrative Support
- 🎨 Canva (Basic Graphics)
- 📄 Proofreading & Professional Writing
- 🗣 Transcription (Audio & Video to Text)
- 📁 File organization and management
- 🛒 CRM Software (Basic: GHL, Ontraport)
- 🕒 Time Management & Multitasking
- 🧠 Problem-Solving & Initiative
- 🗂 Highly Organized

## EDUCATION

- 🕒 **2011 - 2013**  
HOLY ANGEL UNIVERSITY  
Bachelor of Arts in Communication
- 🕒 **2007 - 2011**  
NAZARENE ACADEMY  
High School Diploma

## REFERENCE

### JD Daley (CEO / Owner)

UNDENIABLE COACHING LLC  
1(857) 847 7773  
jd@undeniablecloser.com