



# APPLE SALVALOZA

## CONTACT

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- Davao City, Philippines

## SKILLS & TOOLS

- Multi-tasking
- Mental Agile
- Teamwork
- Time Management
- Trustworthy
- Data Entry and Reporting
- Account Transactions
- LinkedIn
- Indeed
- Glassdoor
- Light HighLevel CRM
- Google Workspace
- Microsoft Office Suite
- Inbox Management
- Calendar Scheduling

## LANGUAGES

- English
- Filipino

## REFERENCE

**Lona Masocol**  
 Rizal Microbank Corp.  
 General Services Assistant  
**Phone:** +639950212405  
**Email :** lonamscl@gmail.com

## PROFILE



I'm a dedicated professional with experience in customer service, admin support, and virtual assistance. With a background at BDO Unibank, being an independent contractor, and recent HighLevel Admin training, I bring strong skills in client management, automation, and CRM support. Organized, adaptable, and committed to delivering excellent service. I'm driven to help teams work smarter and provide meaningful support that makes a difference.

## WORK EXPERIENCE



**Independent Contractor** August 2024 - May 2025  
 Virtual Assistant

- Managed scheduling, client follow-ups, and document organization.
- Facilitated smooth communication between consultants and companies.
- Delivered administrative support for educational and coaching programs.
- Assisted in developing training materials and resources.

**BDO Unibank Inc.,** February 2017 - July 2024  
 Bank Teller

- Completed account transactions: deposits, loan payments, withdrawals.
- Addressed customer inquiries in person and over the phone.
- Referred clients to additional bank services as needed.
- Maintained high service standards to enhance client satisfaction.
- Collaborated with team members to improve service efficiency.

**LTS Supermarkets Inc.,** November 2014 - February 2017  
 Stocks Replenishment Assistant

- Supported administrative tasks including filing, photocopying, and scanning.
- Conducted data entry and assisted in data collection and analysis.
- Developed reports to track inventory and sales trends.
- Coordinated events and activities to enhance team collaboration.
- Managed stock levels and assisted in replenishment processes.

## EDUCATION



**Bachelor of Science in Business Administration** May 2010 - April 2014

**major in Human Resource Development Management**

College of Business  
 Holy Cross of Davao College, Inc.