

Swedean

L O M O S B O G

GENERAL VIRTUAL
ASSISTANT



PERSONAL PROFILE

Currently taking a course in the FVA Academy while working as a biller in a water association.

CONTACT INFORMATION



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Davao de Oro, Philippines

SKILLS

- Data Entry
- Email Management
- Transcription
- Virtual Assistant
- Internet Research
- Calendar Management

WORK EXPERIENCE

Biller in Rural Waterworks & Sanitary Association.

Adding data for the new members in the association such as names, addresses, and the amount to be paid.

Updating the status of the members if they pay right on time or need to be disconnected.

TRAININGS

Freelancing

General Virtual Assistant

Four years of training in the Treasury and Billing section.

EDUCATIONAL BACKGROUND

Montevista National High School - Main Campus (Third Honorable Mention)

Freelancing Course in FVA Academy