

Alexandra Borja Ayson

Virtual Assistant

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SUMMARY

Detail-oriented Virtual Assistant with experience in administrative support, content creation, proofreading, editing, and workflow coordination. Former Language Assessor with strong expertise in written communication, quality assurance, and accuracy-driven work. Skilled in managing schedules, client communications, documentation, content calendars, research, and digital workflows using Google Workspace, Microsoft Office, Canva, ChatGPT, and project management tools. Recognized for strong organizational skills, attention to detail, and the ability to support remote teams in fast-paced environments while delivering high-quality work.

SKILLS

Administrative & Operational Support

- Calendar and email management
- Task coordination and travel arrangements
- File organization and proofreading
- Inventory tracking and data entry

Digital Tools & Content Management

- Google Workspace, Microsoft Office
- Canva, CapCut, Zoom, Slack, Trello, Monday.com, Wellsky
- Video editing and social media content creation
- POS systems and record maintenance

Reporting & Analysis

- Research and presentations
- Confidential data handling
- Basic bookkeeping and reporting

Client Service & Communication

- Professional client interaction
- Team coordination and shift transitions
- Customer support and inquiry resolution

WORK EXPERIENCE

Administrative Assistant (Full-time)

Jul 2025 – May 2026

- Coordinated scheduling and maintaining an organized calendar.
- Managed client communications via Google Voice; confirming appointments and logging interactions.
- Monitored incoming messages and flagging urgent updates.
- Drafted and finalized visit notes based on provider input.
- Provided ad hoc administrative support, including data entry, online research, and maintaining Google Sheets.

The Lifestyle Clinic – Content Creator (Part-time)

Jul 2025 – Mar 2026

- Wrote clear, engaging blog posts aligned with brand voice
- Created eye-catching social media graphics and layouts using Canva
- Developed compelling copy and captions for social media, blogs, and marketing content
- Assisted with light administrative work, such as organizing files and managing content calendars
- Supported overall content strategy by contributing ideas and helping streamline workflows

Admin Support (Project-Based / Gig Work)

Aug 2024 – Jul 2025

- Maintained organized records, meeting notes, and client files to support operations.
- Managed confidential client and financial data in line with privacy standards.
- Provided responsive front-line service and assisted with client-facing communications.
- Processed transactions, balanced cash drawers, and supported POS accuracy.
- Edited videos for clarity and managed digital content libraries.
- Tracked inventory, coordinated team workflows, and supported day-to-day tasks.

Gngn Eikawa Phils., Inc. – Language Assessor

Jun 2023 – Feb 2024 (Project-based)

- Assessed oral and written English exams to evaluate language proficiency.
- Transcribed exams accurately for documentation.
- Led scoring team with a 97% accuracy rate in assessments.
- Delivered online tutoring sessions to Japanese students to boost communication skills.