

ALEX PEREZ

ADMINISTRATIVE VIRTUAL ASSISTANT

San Carlos City, Pangasinan, Philippines
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PROFESSIONAL SUMMARY

Detail-oriented Administrative and Virtual Assistant with experience supporting office operations through document management, data entry, records management, administrative research, correspondence, and coordination. Experienced in a City Legal Office and Regional Trial Court environment, handling confidential records, preparing documents, organizing information, and supporting daily administrative operations. Trained in Virtual Assistance, Executive Assistance, Medical Virtual Assistance, CRM management, social media management, and Canva. Familiar with Microsoft Office, Google Workspace, Notion, GoHighLevel, WordPress, Canva, Adobe Acrobat, and Advance Fax. Currently developing skills in AI tools and workflow automation to improve productivity and streamline repetitive administrative tasks.

PROFESSIONAL EXPERIENCE

CITY LEGAL OFFICE • ADMINISTRATIVE / LEGAL STAFF | 2023–2026

- Provided administrative and clerical support for the daily City Legal Office operations
- Prepared, formatted, organized, and maintained official documents, reports, correspondence, and records
- Managed files and documents to ensure information was organized, accurate, and easy to retrieve
- Performed data entry and administrative research to support office requirements
- Assisted in preparing documents and gathering information for legal and administrative matters
- Coordinated with different offices and personnel regarding documents, requests, and reports
- Tracked documents, requirements, deadlines, and other administrative matters
- Reviewed documents for completeness, accuracy, and proper formatting
- Handled sensitive and confidential information with professionalism and discretion
- Performed general administrative tasks and provided day-to-day office support as assigned.

REGIONAL TRIAL COURT • ADMINISTRATIVE IT CLERK | 2023–2025

- Maintained and organized case files, court records, hearing schedules, and court documents
- Performed data entry, document organization, filing, and information retrieval
- Assisted with administrative and records-management tasks
- Conducted research and gathered information needed for office requirements
- Provided basic technical troubleshooting and IT support
- Maintained accuracy and confidentiality when handling sensitive records.

RESTAURANT • CUSTOMER SERVICE IT MANAGER | 2021–2022

- Provided technical and administrative support for daily operations
- Assisted staff with technical issues, troubleshooting, and operational concerns
- Supported organized recordkeeping and day-to-day administrative tasks
- Helped maintain smooth business operations by addressing technical and administrative needs.

CORE SKILLS

- Administrative Support
- Data Entry
- Email Management
- Document Management
- File & Records Management
- Internet Research
- Calendar & Scheduling
- Report Preparation
- Data Organization
- Customer Support
- CRM Management
- Task Tracking
- Virtual Assistance
- AI & Automation Tools.

VIRTUAL ASSISTANT TRAINING

Administrative Work • Email management, File organization, Data entry, Document management, Customer support.

Executive Virtual Assistance • Calendar management, Meeting scheduling, Trip planning, Itinerary organization.

Medical Virtual Assistance • Medical clearance coordination, Document and records management, Pre-operative requirement tracking, Administrative communication.

GoHighLevel Fundamentals • CRM management, Basic workflow automation, Client workflow management.

Social Media Management • Content creation, Scheduling, Engagement, Analytics tracking.

TOOLS

Microsoft Office: Word, Excel, PowerPoint, Google Workspace: Docs, Sheets, Drive; Productivity: Notion, GoHighLevel; Design: Canva, Figma, Adobe Acrobat DC; Web: WordPress, Webflow, Wix; Other: Advance Fax, Base44.

EDUCATION

Bachelor of Science in Computer Science • Virgen Milagrosa University Foundation | 2022.

LANGUAGES

English: Fluent | **Filipino:** Native.