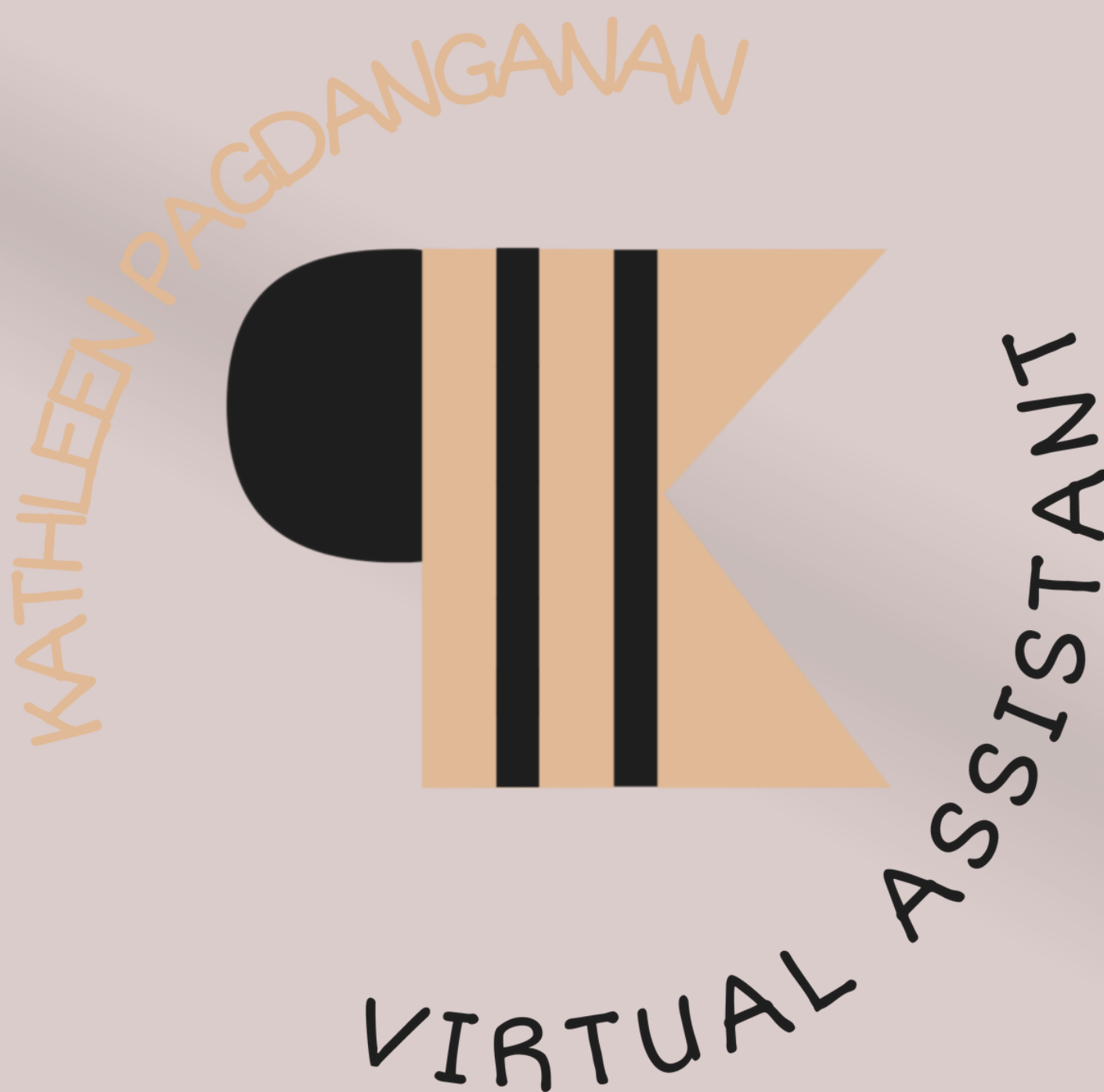


May 2024

# Kathleen Pagdanganan

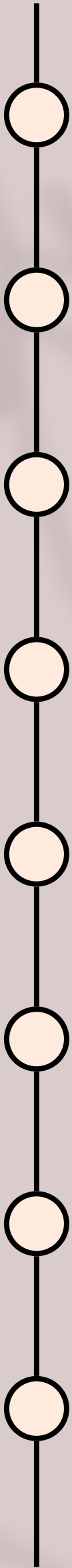


## Virtual Assistant

[kathleenpagdanganan.va@gmail.com](mailto:kathleenpagdanganan.va@gmail.com)



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# Hello, I am Kathleen Pagdanganan



I'm a Highly motivated and results-oriented virtual assistant who aims to support business owners in various administrative, social media, and content creation tasks. With the ability to exceed expectations through efficient workflow management and a commitment to continuous learning. Skilled in utilizing technology to automate tasks and optimize processes.

## **Key Skills**

- Administrative Support
- Social Media Management
- Lead Generation
- Content Creation
- MS Excel Automation
- Quickbooks Online

## **Additional Information**

- Tech-Savvy and adept at learning new skills quickly
- Strong work ethic with a commitment to meeting deadlines
- Excellent communication and interpersonal skills
- Highly adaptable

# Education Background

## **Assumpta Technical High School**

High School Diploma  
June 2010 to April 2014

## **Our Lady of Fatima University**

Bachelor of Science in Accounting Technology  
June 2015 to April 2020

## **The VA Bar**

Starter Course for Virtual Assistant  
April 2024 to May 2024

# Vision, Values & Services

## Vision

**To be the catalyst that empowers busy entrepreneurs to achieve extraordinary things.**

I envision a world where entrepreneurs are liberated from the daily grind, free to focus on their vision and strategic goals. Through exceptional virtual assistance, I'll streamline operations, boost efficiency, and become an indispensable partner in your journey to success.

## Values

I am dedicated to empowering entrepreneurs by providing exceptional, reliable virtual assistance services. I believe in building trust through transparency and fostering client success through results-oriented solutions. My commitment to continuous learning and innovation ensures I remain at the forefront of the industry, delivering efficient and adaptable support for your growing business.

## Services

From Inbox Zero to Social Media Hero: VA Kathleen, Your All-in-One Virtual Assistant

I offer a wide range of services to help my clients manage their busy lives.

- Bookkeeping
- Social Media
- Lead Generation
- Email Marketing
- Executive Assistant Tasks
- Automated Excel Templates

# Certificates & Trainings

## **Career Essentials in Administrative Assistance by Microsoft and LinkedIn**

Skills Covered: Administrative Assistance, Business Communication, Microsoft 365, Office Administration  
Date: May 2024

## **Quickbooks Online Essential Training**

Skills Covered: Quickbooks Online  
Date: April 2024

## **Zendesk Customer Service Professional Certificate**

Skills Covered: Customer Service, Relationship Building, Troubleshooting  
Date: April 2024

## **More Certificates [here](#)**

List of certificates and trainings acquired.

# Personal Skills

## Graphic Design



Using software to create layouts, illustrations, logos, and other visual elements.

## Customer Service



Providing assistance and support to customers.

## Admin Support



Providing administrative tasks such as scheduling appointments, managing calendars, organizing files, and handling other office duties.

## Bookkeeping



Recording, classifying, and summarizing financial transactions.

## Quickbooks Online



Cloud-based accounting software used for managing finances, creating invoices, tracking expenses, and generating reports.

## Lead Generation



Involves various strategies like marketing campaigns, social media outreach, or cold calling.

# *Experience*



Work experience is the practical knowledge and skills gained through professional employment.



## *Intern*

The VA Bar  
May 2024

## *Administrative Assistant*

ASCCOM Medical Center  
December 2021





# Project Portfolio

I possess a strong online presence, actively managing my own social media platforms. Additionally, I have created a professional website that effectively showcases my skills and qualifications as a Virtual Assistant.

Furthermore, I demonstrate a proficiency in automation tools. I can develop Excel automations to streamline data entry and record-keeping processes, improving efficiency and accuracy.



## Sales Tracker

### Travel Agency

This secure Excel template empowers travel agencies to effortlessly track sales performance.

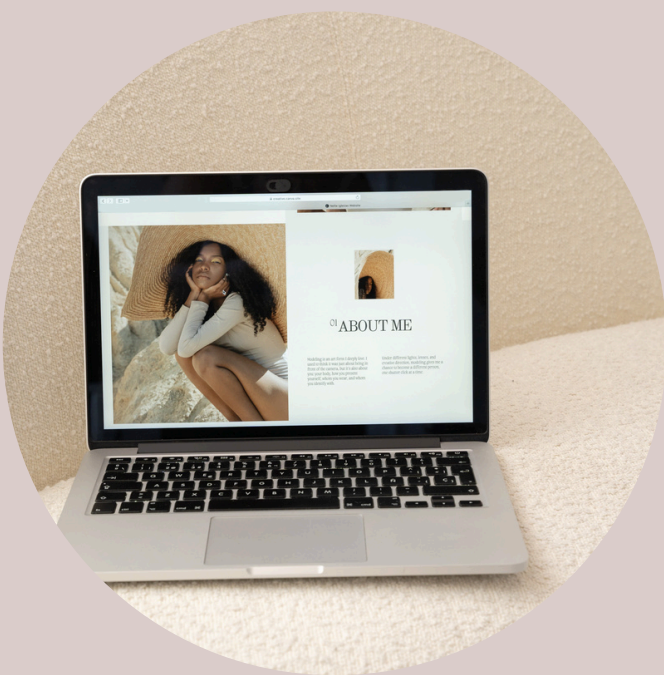
It provides clear insights into profit margins, identifies outstanding transactions, and safeguards sensitive client information with built-in security features.



## **e-Class Record** Public School Teacher

This innovative Excel template streamlines the grading process for educators. It automatically calculates student grades, generates comprehensive grading summaries, and ensures data confidentiality with built-in security features.

Furthermore, the template automates certificate creation for award recipients and simplifies report card printing, saving educators valuable time and effort.



## **Personal Website**

I've established a professional website to effectively showcase my skills and qualifications as a Virtual Assistant to potential clients. The website features compelling examples of my graphic design work and insightful blog posts that demonstrate my expertise and communication abilities.

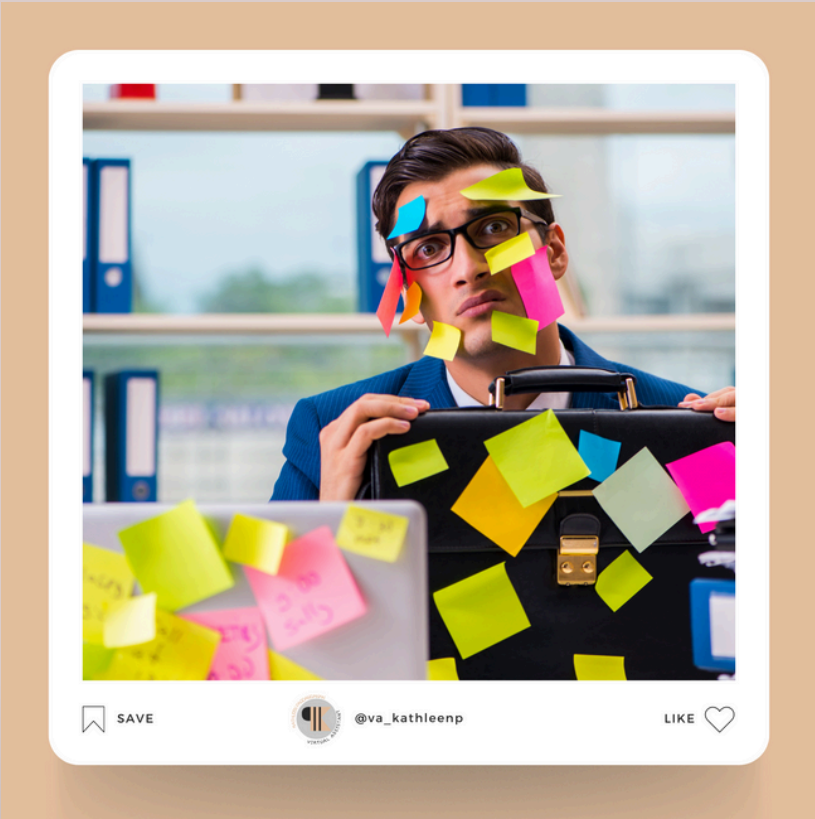
## **Social Media Platforms**

I maintain an active presence across social media platforms (Facebook, TikTok, Twitter, Instagram, and LinkedIn). My content strategically showcases my Virtual Assistant services and expertise, engaging potential clients and building a strong online brand.



Presented by  
Kathleen Pagdanganan

# Sample Works



A virtual assistant is like  
having an extra pair of  
hands (without the extra  
body!)



Presented by  
**Kathleen Pagdanganan**

# Lets Work Together



## Services Offered

- **Administrative Support:** Scheduling appointments, managing calendars, and handling email correspondence.
- **Project Management:** Keeping projects on track, meeting deadlines, and ensuring clear communication.
- **Social Media Management:** Crafting engaging content, scheduling posts, and monitoring online presence.
- **Data Entry & Research:** Maintaining accurate records, conducting meticulous research, and streamlining workflows.
- **Bookkeeping & QuickBooks Online Whiz:** Keep your finances organized and ensure smooth accounting processes.

I'd be happy to schedule a consultation to discuss your specific needs and how my services can benefit your business. We can also go over my rates at that time.

## Personal Contact



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