

VIJEAN GALO

VIRTUAL ASSISTANT



Contact



Cagayan De Oro City,
Philippines, 9000



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galo.vijean@gmail.com



Skills

- Critical thinking
- Basic Computer Literacy skills
- Effective communication
- Time management
- Multitasking
- Adaptability and flexibility to handle changing priorities and tasks



Tools

- Skype
- Canva
- Excel Sheets
- Slack
- Discord
- Zoom
- Monday.com
- Vical
- Todoist
- Loom
- Zoho

SUMMARY

Detail-oriented and adaptable professional with a background in Secondary Education majoring in Mathematics. Proficient in lesson planning, classroom management, and fostering an engaging learning environment. Strong communication skills, with the ability to effectively convey complex concepts and adapt to diverse learning styles. Quick learner with strong organizational skills, capable of handling administrative tasks and adapting to changing priorities in a virtual work environment.

WORK EXPERIENCE

Appointment Setter

March 2025 - April 2025

Goldstein Management

In my role as an Appointment Setter, I connected with potential clients through calls to build interest and schedule appointments for the sales team. I kept thorough records of each interaction and followed up promptly to help maximize conversion rates.

EDUCATION

BS in Secondary Education - Math

University of Science and Technology of Southern Philippines

2021 - 2025

PROJECTS AND ACHIEVEMENTS

- Student Teacher at Misamis Oriental General Comprehensive High School (MOGCHS)
- Participated in various group projects requiring teamwork and collaboration
- Developed lesson plans and delivered instructional material to peers as part of classroom training exercises.

REFERENCES

Gil Pacturan

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