



Technology savvy and goal-oriented. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently.

ABIGAIL L. NOL

WORK EXPERIENCE

Supported Living Gateway

Staffordshire, England

Part-time Virtual Assistant

(3 hours per day)

October 2020 – Present

- Verifying property documents provided by property investors on a web admin against a defined list of requirements. Give feedback/reject properties if not suitable or if not enough information provided
- Social media scheduling posts using Zoho Social & Trello
- Create social media posts using Canva
- Email management (standard responses to queries, general membership inquiries)
- Prepare and send contracts to property investors
- Send out weekly newsletters, training course sessions, and meeting invitation through MailChimp and/or CRM
- Set up zoom meeting invitation for webinars and training course
- Process member's refund and subscription cancellation
- Bookkeeping (process transactions and invoices using Zoho Books)
- General administrative tasks that may be assigned from time to time including monthly email and property report

Laura Vicuña Foundation, Inc.

(Salesian Sisters of Don Bosco)

Industrial Coordinator/Accounting Staff/Office Technology Instructor

3500 V. Mapa Ext. Sta. Mesa, Manila

June 2015 – May 3, 2020

- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements and ensure accounts are balanced.
- Manage and update financial accounts and permanent records for trainees, and prepare monthly financial report.
- Coordinate and support obtaining suitable industrial partner company for students and the process when they are out on placement. Ensure those students are safeguarded when on work placements, through appropriate administration.
- General administrative and clerical duties including maintaining records of students, class schedule, statement of accounts, calendar of activities, placements, and monitoring all purposeful work-related learning.
- Teach various subjects such as Computer, Typing, Business Mathematics, College Algebra, Business Office Procedures, Records Management, and Business Organization & Operations.

Smart Communications Inc.

(under Pointman Placement Specialists, Inc.)

Collection and Reconciliation Assistant

Smart Tower, Ayala Avenue, Makati City

November 2014 – May 2015

- Have been part of a team that provides customer service regarding collection issues.
- Met deadlines consistently for monitoring and maintaining assigned accounts.
- Inbound and outbound collection calls and/or correspondence in a fast-paced goal-oriented collections department.
- Locate and notify the customer's account by mail and telephone calls.
- Document and record data gathered from customers and the status of the collection.

EDUCATION

Bachelor of Science in Office Administration

Major in Office Management

Rizal Technological University

Boni Avenue, Brgy. Malamig, Mandaluyong City

2009 – 2014

Graduated Academic Scholar

Dean's List

Maximo L. Gatlabayan Memorial National High School

Brgy. San Jose, Antipolo City

2004 - 2009

Graduated Salutatorian

SKILLS

- Computer literate (Office, Word, Excel, PowerPoint, and Outlook) & internet savvy with excellent verbal and written communication skills.
- Email management
- Billing and record-keeping
- Comfortable with different technology: MS Teams, Trello, Canva, Zoho (CRM Tool), Social Media (Facebook, LinkedIn, Instagram), MailChimp, and Google (Docs, Sheets, Slides, Drive).
- Ability to maintain strict levels of confidentiality in handling sensitive information.
- Highly motivated, enthusiastic, fast learner and a good team player

CERTIFICATES

- **Bookkeeping (NCIII)**
Santa Isabel College
210 Taft Avenue, Manila, Philippines
December 2017
- **Career Service Sub-Professional Examination**
Sta. Cruz, Manila
April 14, 2013