

MACKENZIE KATE LEE

GENERAL VIRTUAL ASSISTANT

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Blk 3 lot 40 ph 2 Ferrara St. Tuscany North Estate, Tarlac City, Tarlac, Philippines 2300

SUMMARY

Detail-oriented and organized Virtual Assistant with experience in admin support, customer service, and digital task management. Skilled in email/calendar management, data entry, social media, and basic design. Proficient in Google Workspace, Trello, and Canva. Committed to efficiency, accuracy, and meeting deadlines.

TECHNICAL SKILLS

Google Workspace	Canva	Data Entry & Online Research
Microsoft Office	Social Media Platforms	File Management & Cloud
Trello / Asana / ClickUp	Email Management	Storage
Communication Tools	E-commerce Support	CRM Tools

PROFESSIONAL EXPERIENCE

Virtual Assistant / Travel Coordinator **October 2023- January 2025**

Ms. Annadale Bailey / Private

- Arranged travel, accommodations, and itineraries for international client
- Managed travel budgets and handled emergencies
- Communicated with vendors and ensured smooth logistics

Administrative Support Specialist **July 2019- August 2023**

JV Aqua Farm Inc.

- Handled admin tasks, data entry, and inventory tracking
- Coordinated with suppliers and clients
- Assisted in event planning and operations support

Loan Product Specialist **October 2008- June 2019**

Kapamilya Global Finance

- Assisted clients with loan applications and documentation
- Coordinated with banks and real estate partners
- Provided customer service and met sales targets

EDUCATION

Bachelor of Science in Psychology **2003-2007**

LYCEUM NORTHWESTERN UNIVERSITY

ADDITIONAL INFORMATION

- Languages:** English and Filipino
- Availability:** Open to full-time remote roles with flexible hours
- Work Traits:** Highly organized, dependable, self-motivated, and solution-oriented