

# Elleine Janiola

Quezon City

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## PROFESSIONAL PROFILE

Has developed interpersonal skills to communicate and work with people across different social and cultural background.

Has the ability to be a team player and resolve problems and conflicts professionally.

Has good organizational skills that helps provide excellent administrative support and meet deadlines.

## Work Experience

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### **General Virtual Assistant**

February 2022 to Present

Performs a wide range of online tasks for various clients. Mostly clerical and admin work, as well as basic functions in data management and digital marketing.

Key Responsibilities:

- Performs various administrative tasks, including answering emails, and scheduling meetings;
- Assists in creating personal and corporate events;
- Manage files and preparing documents and presentations;
- Social media management like scheduling social media posts and creating accounts on various platforms;
- Plans and illustrates concepts by design using Canva; and
- Maintain a high level of confidentiality and professionalism when handling sensitive information

### **Freelance Content Writer**

Trip 101 Pte Ltd. - Quezon City

September 2020 to February 2022

Create travel guides, activity recommendations, and accommodation reviews on hotels and vacation rentals.

Key Responsibilities:

- Conduct research on a given topic
- Get information on different transportation, hotel industries, historical destinations, adventure, culture, and international events on specific destinations
- Write objective, factual, and accurate descriptions
- Provide photos and videos to support content if needed
- Editing and correcting content according to the company house style

### **Student Discipline Officer**

STI College Fairview

February 2018 to March 2020

Informs and orients the students about school rules and regulations, the various offenses, and their corresponding sanctions.

Key Responsibilities:

- Monitors student compliance to school rules
- Coordinates with the school security on matters regarding student discipline and safety
- Handles minor and major offense cases
- Participates in the deliberation of cases of the Disciplinary Committee
- Coordinates with the Guidance Counselor regarding student behavior problems
- Conducts informative talks and seminars on topics related to safety, discipline, and rights of students
- Coordinates with faculty and class advisers regarding cases of students

### **Science Research Technician I**

Ecosystems Research Development Bureau

July 2016 to December 2016

Use extensive research methodologies and perform detailed research in urban parks and climate change mitigation, analyze the gathered data, and present findings.

Key Responsibilities:

- Assist in the data collection of primary and secondary data
- Facilitate the consolidation of data and inputting the same in the software preparation for analysis and interpretation
- Prepares and maintains records including logs and summary reports of procedures and results including graphs, scientific calculations, and statistical analysis charting
- Conducts library research and literature searches
- Assists in editing scientific publications, abstract and posters
- Coordinates with government agencies and other institutions related to the implementation of the project
- Prepares monthly, annual and quarterly reports and communication letters
- Handles the procurement of supplies and materials and other administrative functions of the project

### **Process Associate**

Genpact Services LLC

July 2015 to June 2016

An entry level position that monitors transactions and ensure compliance to quality regulations to maintain effective relationships with clients.

Key Responsibilities:

- Coordinate with internal and external clients and provide assistance on phone and resolve all queries
- Ensure optimal level of customer services
- Maintain knowledge on all technical information and resolve all issues in transactions and perform correction when required

## Education

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### **BA in Sociology**

University of the Philippines Los Baños

June 2011 to December 2016

## Skills

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- Basic editing skills
- Attention to details
- Collaboration
- Technical Writing
- Adaptability
- Critical Thinking
- Conflict Management
- Communication skills
- Organisational skills