



# SHIELA MAE RAVANERA

## VIRTUAL ASSISTANT

### PERSONAL PROFILE

Systematic Virtual/Administrative Assistant with successful experience in fast-paced office settings. Hardworking team-player with expertise completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

### WORK EXPERIENCE

#### College Instructress

Mindanaoan Integrated Academy, Inc. | June 2018 - November 2021

- Encouraged class discussions by building discussions into lessons, actively soliciting input, asking open-ended questions, and using techniques to track student participation.
- Administered exams and assignments to monitor student understanding and progress, implementing systems to fix blocks in comprehension or learning.
- Collaborated with faculty and community stakeholders for program improvement.

#### Data Entry Specialist

Steve Services | June 2021 - August 2021

- Compiled data and review information for accuracy before input.
- Completed data entry tasks with accuracy and efficiency.
- Verified accuracy of data before transcribing.

#### College Instructress

Del Sur Good Shepherd College, Inc. | June 2017 - March 2018


- Encouraged class discussions by building discussions into lessons, actively soliciting input, asking open-ended questions, and using techniques to track student participation.
- Administered exams and assignments to monitor student understanding and progress, implementing systems to fix blocks in comprehension or learning.
- Collaborated with faculty and community stakeholders for program improvement.


### EDUCATIONAL HISTORY


#### Bachelor of Science in Agricultural Education

Mindanao State University | June 2010 - February 2016

### CONTACT ME AT

 Barangay Manila Group, Wao, Lanao del Sur

 maelav8991@gmail.com

 <https://www.linkedin.com/in/shiela-mae-ravanera-29b73618a/>

### SKILLS SUMMARY

- Microsoft Office proficiency
- Document conversion
- Sorting and labeling
- Social media knowledge
- Attention to Detail
- Recordkeeping
- Scheduling

### CERTIFICATIONS

-  Google Ads Display Certification
-  Teaching English as Foreign Language Certification