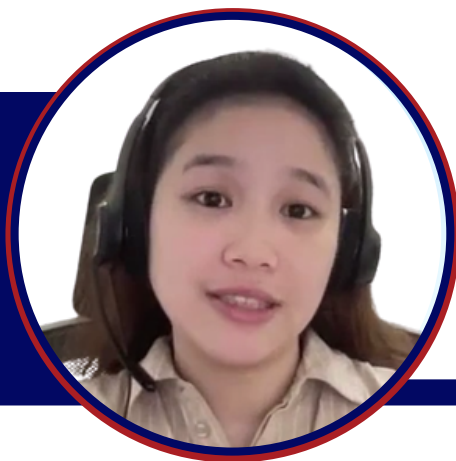




CAROL
 VIDEO INTERVIEW

WORK EXPERIENCE

ADMIN ASSISTANT

4CS Manpower Services | January 2020 - February 2024 (4 Years, 1 Month)

- Managed office documentation, arranged deployment schedules, monitored supplies, handled phone and email inquiries, and supported event logistics.

PERSONAL ASSISTANT

Private Subcontractor - Engr. Bernard Lee Jun Jie | June 2019 - December 2019 (6 Months)

- Coordinated with suppliers, handled project accounting, translated communications, managed payroll, and performed personal errands for the executive.

EXECUTIVE ASSISTANT / ADMIN ASSISTANT / DOCUMENT CONTROLLER / PAYROLL OFFICER

Zhongjian Construction Inc. | May 2017 - May 2019 (2 Years)

- Oversaw construction documentation, managed staff and worker payroll, handled executive travel, and negotiated with suppliers.

PART-TIME VIRTUAL ASSISTANT

Facebook Business Page | July 2022 - December 2024 (2 Years, 6 Months)

- Responded to customer inquiries, promoted products and services, organized customer data, and scheduled bookings for Airbnb clients.

SKILLS/AREAS OF EXPERTISE

- Executive Assistance
- Administration
- Bookings/Scheduling
- Social Media Management
- Customer Service

TECHNOLOGY

- HubSpot
- Notion
- Canva
- Botcake
- AI tools
- Microsoft Office
- ClickUp
- Trello
- Google Suite
- Meta Business Suite

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