



RACHEL COLEGADO

Virtual Assistant|Account Executive

GET IN TOUCH WITH ME

-  0927-366-6103
-  rachelh.colegado@gmail.com
-  live:rianflorz
-  <https://www.linkedin.com/in/rachel-c-863232147/>

EDUCATION

ST MICHAEL'S COLLEGE

Graduate of : Bachelor of Science Major in Psychology Class 2003

SPECIALIZATIONS

- Project Management
- Social Media Management
- Communications Skills
- Email Management
- Office Management
- Organizational Skills
- Time Management

TOOLS

- | | | | |
|--------------------|--------------|--------|---------|
| Sabre Red (GDS) | Tour Writer | Asana | |
| Skype Professional | Ring Central | Slack | |
| Axciom | Excel | Word | Hubspot |
| Canva | Hootsuite | Trello | Loom |
| Mailchimp | Nextiva | GTZ | |

ONLINE TRAINING

- Real Estate Virtual Assistant
- Logistics Lead Gen Specialist
- Travel and Tours Reservation Agent
- Market Research and Data Analyst
- Business Travel Arrangements
- Commercial Travel Arrangements
- Project Management Training
- Social Media Marketing and Management Training

ALL ABOUT ME

I am a hard-working, motivated and enthusiastic Administrative Assistant with a proven track record in administration, park coordinator and project management. I always strive to achieve the highest standard possible, at any given task and situation. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time.

WORK EXPERIENCE

FREELANCING

RL1 Logistics, 2020| Account Executive

I do cold calls to companies who might needs freight services aside from that i handle the clients social media for marketing and management.

GO Travel and Tours, 2020| Reservations Agent

I help change hotel and car arrangements to sales team to those travelers who wants to tour around United Kingdom and Ireland.

RC Digital, 2020| Data Analyst cum Market Research

I provide statistical report to COO and does market research for there campaign.

PARK OPERATIONS COORDINATOR CUM ADMIN ASSISTANT

Dubai Parks and Resort, 2016-2019

I assist Operations Manager create documents for park's day to day operations such as, manual, reports, emails, excel documents for data entry use and park signage. I also serves as a operations coordinator and admin assistant to the department to assist operations manager in day to day coordination and management of operational activities in the park. Provide logistics report to management for future business decisions.

BPO EXPERIENCE

EXL Philippines, Inc (American Express Global Business Travel Account)

I assist business men and executive assistant with there travel needs. Communicates and provide travel consultancy and professional advice to ensure quality service.

Aegis People Support (Orbitz.com and Cheaptickets.com)

I help consumer with there travel arrangements. I assist travelers with changing, refunds, upgrades, cancellation and all other inquiries with there itinerary.