



JERLYN DONAYRE

V I R T U A L A S S I S T A N T

■ CONTACT

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- ✉ jerlyndonayre@gmail.com
- 📍 Zone 1, Baybay City, Leyte

■ EDUCATION

Bachelor of Science in Computer Science

Undergraduate
Visayas State University
2016-2023

■ SKILLS

- Microsoft Excel and Office
- Google Sheets and Docs
- App Script
- Background in Programming
- Leadership
- Canva

■ REFERENCE

Ezra G. Monte

Executive Assistant @ STH Europe B.V.

Phone: +63-9944809504

Email : ezrag.monte@gmail.com

■ ABOUT ME

I am a detail-oriented person who aims to provide quality outputs. An Industrious employee who strives to make great efforts to lend a hand and solve problems that will arise. I am eager to receive training to improve my skills and meet your standards to provide good service.

■ EXPERIENCE

Data Management Specialist

August 2024 - March 2025

- **Taylored Legacy**
 - Managed call data extraction, processing, and analysis from DialedIn Admin, ensuring accurate and timely reporting.
 - Created and updated real-time reports on sales conversion rates and team performance using Google Sheets.
 - Prepared and shared daily, weekly, and monthly performance reports to support strategic decision-making.

Support Staff

September 2023 - January 2024

- **Valiant Freelance Communication**
 - Monitored Agent Records, Performance and Adherence
 - Prepared and analyzed bi-weekly Payout
 - Facilitate all document request and needs of the Agents.

Cold Calling Agent

May 2022 - May 2023

- **FL Connection Agency**
 - Quality Outbound Agent (Cold Calling)