

JAZYN ANN RAMOS

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PROFESSIONAL SUMMARY

Highly organized and detail-oriented graduate with strong administrative, documentation, and communication skills. Experienced in preparing reports, organizing records, coordinating academic projects, and using Microsoft Office and Google Workspace. Seeking an entry-level Administrative Assistant, Virtual Assistant, or Bookkeeper position where I can contribute through excellent organizational and written communication skills while continuing to grow professionally.

KEY SKILLS

Administrative Support | Data Entry | Calendar Management | Email Management | File Organization | Document Preparation | Internet Research | Time Management | Attention to Detail | Microsoft Applications (Word, Excel, PowerPoint, Publisher) | Xero | QuickBooks | Google Workspace (Docs, Sheets, Slides, Drive) | Canva | ChatGPT/AI tools | Zoom/Google Meet | Proactive Communication

TECH PROFICIENCY

AI Tools: ChatGPT, Gemini, CanvaAI,

Productivity: Google Workspace (Word, Sheets, Drive), Microsoft 365, QuickBooks, Xero, Calendly

Communication: Zoom, Google Meet

Project Management: Notion

Design/Social Media: Canva

EDUCATION

Bachelor of Science in Entrepreneurship

Laguna University | Laguna, Philippines | 2025

Dean's Lister (1 semester)

Relevant Coursework: Accounting, Financial Management, Supply Chain Management, Operations Management, Business Analytics, Human Resources Management, Wholesale and Retail Sales Management, and International Business and Trade

RELEVANT EXPERIENCE

Academic Project Coordinator

Business Entrepreneurship Program [August 2024] - [June 2025]

- Organized project documentation and maintained accurate digital records.
- Prepared meeting notes and summarized discussions for team members.
- Coordinated schedules and ensured project deadlines were met.
- Conducted market research and compiled findings into professional reports.
- Created presentations and business documents using Microsoft Office.
- Assisted in preparing financial records for business-related coursework.
- Collaborated with team members while maintaining organized documentation.

Team Member

Student Business Project [August 2024] - [June 2025]

- Assisted in planning and coordinating daily business operations.
- Managed inventory records and sales documentation.
- Prepared spreadsheets for expense tracking and revenue monitoring.
- Organized customer information and transaction records.
- Worked collaboratively to achieve project objectives within deadlines.

- *I business, handling 50+ customer inquiries weekly and managing inventory tracking in Google Sheets.*

CERTIFICATIONS

- *L1 Xero Certified Associate - Xero- 2026.*
- *Double-Entry Bookkeeping: Record & Balance - Coursera - 2026*
- *Bookkeeping Basics - Coursera 2026*
- *Getting Started with Microsoft Excel - Coursera - 2025*

REMOTE WORK READINESS

Internet: *Primary: Converge Fiber 50+ Mbps | Backup: Smart mobile data hotspot*

Power Backup: *[e.g., UPS with 2-hour battery | Nearby coworking space as contingency*

Equipment: *Personal laptop (11th Gen i5/ RAM 16GB / 600GB Storage) | Headset*

Availability: *Flexible schedule | Available for US/UK/AU time zones | Open to graveyard shift*

LANGUAGES

English: *[Fluent / Proficient]*

Filipino: *[Native / Fluent]*