



Caryl Jaranilla Tayong

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OBJECTIVES

To be able to apply the knowledge gained in the field of Information Technology and to be able to get the chance to experience working with the competitive professionals and be part of the growing company.

SKILLS

- Executive Personal Assistant
- Administrative tasks (Powerpoint, Internet Research, Data Entry)
- WordPress Website Admin
- Social Media Admin & Marketing
- Editing images / Graphic Design
- Events & Meeting Planning
- Project Management

VOLUNTEER

Singles Light Group Head
March 2012 – Present

- Weekly leads & facilitate a small group that helps nourish the spiritual growth
- Actively participate in growing Singles Ministry events

PERSONAL DATA

Nationality : Filipino
Civil Status : Single
Sex : Female
Age : 34 years old

LET'S CONNECT:



KEY QUALITIES

Ability to work as part of the team and independently, Adaptability, Computer Skills, Openness to learning, agile learner, willing to undergo rigorous training program, Goal-driven with strong sense of responsibility.

EXPERIENCES

Below my work experiences for virtual & corporate

CORPORATE

St. Luke's Medical Center – Global City
Executive Secretary - SSD
February 2009 – March 2012

- Manages the Division Head's daily schedule with regards to meetings, conferences, seminars and the like. Initiates tasks and activities in assistance to the Division Head in handling special projects as requested.
- Performs other tasks assigned relevant to the duties and responsibilities of the position and to the Division.
- Involve in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Assists with preparation of the departmental budget.
- Set up, oversee and assist in preparing, revising and maintaining of departmental policies and procedures.

American Data Exchange Corporation
Jr. Continuous Improvement Specialist
June 2006 – January 2009

- Monitor the day-to-day implementation of ISO systems performance and monitoring and ensure that all department / business units are compliant as prescribed.
- Acts as the Document / Records Custodian
- Administer tools (both automated and manual systems) AIMS (AMDATEX Issue Management System) and EDMS (Electronic Document Management System) used by the organization
- Conduct internal audit of ISO standards (ISO 9001:2000-QMS and ISO 27001:2005- ISMS) implementation. Acts as Internal Quality Auditor

AC Nielsen Philippines Inc.

Data Processor

October 2005 – March 2006

- Generate Reports, Process and sort raw data to convert to relevant, usable data.

VIRTUAL

UNESHIP
Social Media Assistant
November 2018 – March 2019

- Social Media calendar posting/monitoring
- Graphic/content design, web research

Webflip
Freelance Virtual Assistant
June – August 2018

- Social Media posting/monitoring
- Wordpress Admin - upload/edit content
- Web research

QuteMedia (UK)
WordPress Assistant
September 2016 – December 2017

- Wordpress Admin - upload/edit content
- Data Entry and Research
- Database Monitoring of products

Haylen Group (USA)
WP Admin & Research Assistant
2014 - 2015

- Preparing email newsletters in Mailchimp
- Research for blog posts related articles/quotes for social media and calendar posting
- Wordpress Admin – Publish posts on Blog (research content) and edit/update the site
- Social Media posting/monitoring

ANGELPA
Virtual Assistant for TradiesNetwork (Australia)
2013 – 2014

- Setup/Create/Update Mailchimp Newsletter
- Wordpress Admin – upload and edit content
- Social Media posting/monitoring
- Editing picture for ads/brochure/poster
- Online management and monitoring multiple online profiles of their sites.
- File Management (organizing files using Dropbox etc)
- Set-up Social Media Accounts (FB, Pinterest)

TOOLS

WordPress, Photoshop / Canva, Dropbox, Trello,
Hootsuite / Planoly / Jarvee, Google Forms,
MailChimp, WooCommerce, Asana, Jing, Evernote