



Shirley Bongbong

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“Shirley Bongbong has been a Virtual Assistant, MBA PhD Dissertation Writer and Assignment Help, Social Media Assistant since 2006. She graduated as Magna Cum Laude, Bachelor of Science in Industrial Engineering. She was a retired banker, before she started being an online freelance/ independent contractor.”

Qualifications Summary

Virtual Assistant & Customer Service

- ❖ Manage email, website live chat, customer service
- ❖ Proven ability to produce timely reports
- ❖ Analytical and can handle escalated situations well
- ❖ Fast learner, independent, and self-motivated
- ❖ Powerful research skills
- ❖ Flexible and a team player

Bookkeeping

- ❖ Competent in small business bookkeeping
- ❖ Proficient in managing and monitoring account receivables and account payables
- ❖ Proficient in using the Free Agent and Wave cloud accounting

- ❖ Manage ledgers and record/ keep invoices on file for each expense entry

SEO Link Building and Social Media

- ❖ Understands white labeling, affiliate marketing, and drop shipping
- ❖ Articulate with good research and blogging skills
- ❖ Testing out new way of communicating, try out new ideas and methods, and discovering the responses
- ❖ Writes high quality relevant content

Wordpress Installation and Set Up

- ❖ Maintains several Wordpress blogs
- ❖ Set up categories and tags
- ❖ Proficient in embedding simple HTML codes in single page and widgets

Content Curation

- ❖ Clearly express ideas in my own unique voice and connect with the readers in a voice they can understand and relate to
- ❖ Can write original articles or curate articles depending on the need/request of the client.

MBA PhD Assignment Help

- ❖ Writes MBA/ PhD essay and assignments
- ❖ Research for your thesis and dissertation content

Personal Strengths

- ❖ Patient, self-starter, passion driven, focused
- ❖ High regard to confidentiality
- ❖ Works with enthusiasm
- ❖ Willing to learn more internet marketing techniques and try new strategies to increase website traffic
- ❖ Highly analytical team player who loves to learn new things

Skills

- ❖ Curating articles
- ❖ Organizing and record keeping
- ❖ Social media engagement
- ❖ Creative social media posts & images
- ❖ Research skills
- ❖ Proficient in marketing through blog advertising
- ❖ Organizing and record keeping
- ❖ administrative

Employment History

Work from home Virtual Assistant & Blogger from November 2006 to present

Services offered:

1. Writing (academic essay, articles, blogs, resumes)
2. Virtual Assistant & Admin Support
3. Customer Service
4. Research/ Data Entry
5. Inbound Call Center (homebased)
6. Online Marketing Assistant
7. SEO Assistant

Metaklika LLC. – DE, USA

Admin Virtual Assistant & Bookkeeping (homebased), 2010 to 2018

Allied Banking Corporation - Cebu, Philippines

1. Cebu- Consolacion Branch, New Accounts Clerk II, Jan. 18, 2002 to June 30, 2007 (retired)

2. Cebu- Jakosalem Branch, Signature Verifier, June 1, 1999 to January 17, 2002

3. Cebu- Colon Branch

a. Signature Verifier/ Loans Processor, Dec. 1, 1995 to May 31, 1999

b. New Accounts Clerk, Sept. 1, 1989 to Nov. 30, 1995

June 13, 1989 to August 1989 (contractual)

Vitarich Corporation, Baloy, Cagayan de Oro City, Philippines, Traffic and Shipping Supervisor, Feb. 4 to April 4, 1989

National Semiconductor (HK) Distribution Ltd.- Philippines Branch (formerly Fairchild Semiconductor (HK) Ltd.) MEPZ, Lapulapu City, Cebu, Philippines

1. Export Traffic Planner, April 19, 1988 to February 4, 1989
2. Industrial Engineering Trainee, April 18, 1987 to June 11, 1987

Education and Training

Bachelor of Science in Industrial Engineering, Magna Cum Laude, University of San Jose Recoletos, Magallanes St., Cebu City, Philippines, 1983- 1988

Master of Science in Management Engineering, University of San Jose Recoletos, Magallanes St., Cebu City, Philippines, Nov. 1989 – Mar 1990 (only 9 units earned and stopped)

Computer Operations, Asian Computer Institute, Colon Street, Cebu City, Philippines, Oct. 1990 – Jan. 1991

Graduate Program in Industrial Relations (School of Labor and Industrial Relations – Solair), University of the Philippines, Cebu City, Philippines, Jun 1999 – Oct 1999 (9 units earned and stopped)

MS Access Programming, AMA Computer Learning Center, M.C. Briones Street, Mandaue City 6014, Cebu, Philippines, Apr 1988 – Feb 1989

Engineering Training Program (in-house class training), National Semiconductor Corporation, MEPZ, Lapulapu City, Cebu, Philippines Apr 1988 – Feb 1989.

Systems Management Training (in-house class training), National Semiconductor Corporation, MEPZ, Lapulapu City, Cebu, Philippines Apr 1988 to Feb 1989.

Customer Service Workshop, Allied Banking Corporation, June 7-8, 1997.

Signature Verifications Seminar, Allied Banking Corporation, October 1995.

Lotus and Basic Computer Operations Seminar, June 1-15, 2002
Informatics Computer Institute, Cebu- SM Branch.

Anti Money Laundering Seminar, Allied Banking Corporation, March 12, 2005.

Fraud Seminar, City Sports Club, Sinulog Ballroom, Cebu Business Park, Cebu City, July 30, 2005.

References

Upon request.