

# KAENT VIRTUAL SERVICES

**ADDRESS:**

Davao City, Philippines

**CONTACT NUMBER:**

+63-927-0438501

**EMAIL:**

karenjillsulapas@gmail.com

**CONTACT PERSON:**

Karen Jill Sulapas

**VISION:**

To be the best partner for clients that will render growth and advancement to their companies or specific industries

**MISSION:**

To provide exceptional virtual services to clients' businesses

**GOAL:**

To provide General Virtual Assistance services to Businesses

**TAGLINE:**

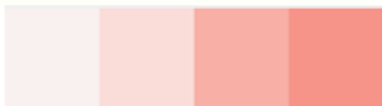
Turning your plans into reality

**MAIN FONT STYLE:**

Monsterrat Light  
Monsterrat Classic  
Bebas Neue

**MAIN COLOR:**

Color Palette

**SERVICES / PRODUCTS OFFERED  
VIRTUAL ASSISTANCE SERVICES TO  
BUSINESSES****DAYS OPEN:**

Mon - Sat

**HOURS OPEN:**

8am - 5pm

**TARGET MARKET INFO:**

1. Dominant Gender: Woman
2. Age range: 25 - 40 y.o.
3. Location: Philippines
4. Time of engagements: 8pm





# KAREN JILL SULAPAS JUGADO

VIRTUAL ASSISTANT  
SOCIAL MEDIA MANAGER  
DATA ENTRY SPECIALIST  
TRANSCRIPTIONIST

## PROFILE

I am a trained Virtual Assistant seeking a full-time position in the field of social media and freelancing

## CONTACT INFO.

Mobile +639270438501  
Email karenjillsulapas@gmail.com  
Address Davao City, Philippines

## SOCIAL MEDIA

 fb.com/karenjillsulapas

 linkedin.com/karenjillsulapasjugado

 twitter.com/kaentvirtual

 instagram.com/kaentvirtualsevices



## EDUCATION

- 2007-2014 University of Southeastern Philippines**
- Bachelor of Science in Electrical Engineering
- 1997-2007 De la Salle John Bosco college**
- Elementary and High School



## WORK EXPERIENCE

- 2018-2020 Roi-Et Wittayalai School - Thailand**  
**English and Math Secondary Teacher**
- teaches English Program students
  - edits and proofreads speeches
  - makes business letters and certificates
- 2014-2018 Deebuk Phangnga Wittayayon - Thailand**  
**English and Math Secondary Teacher**
- teaches English and Science/Math Program students
  - edits and proofreads speeches
  - train students for Regional Math competitions
- 2010-2011 Gemalto Pte. Ltd. - Singapore**  
**Management Trainee**
- Creating PowerPoint for monthly reports
  - quality checking banking cards
  - machine operation



## SKILLS

Virtual Assistance Tasks	● ● ● ● ●
Data Entry	● ● ● ● ●
Transcription	● ● ● ● ●
Social Media Management	● ● ● ● ●
ESL Teaching	● ● ● ● ●
PowerPoint	● ● ● ● ●
Word and Excel	● ● ● ● ●



## CERTIFICATES

- July 2020 Certificate of Achievement**  
Introduction to Management  
King's College London (Future Learn)
- May 2020 Certificate of Completion**  
Advanced Management Training (Version 7)  
Certificate Number: 836B  
Udemy (Eazl)