

Rustan Paredes

Virtual Assistant | Administrative Support & Digital Operations



about ✕

I have experience in data entry, content moderation, and quality analysis, with a strong focus on accuracy and attention to detail. I am comfortable working with online tools and handling tasks such as organizing data, reviewing content based on guidelines, and maintaining quality standards. I am reliable, quick to learn, and able to follow instructions carefully while managing tasks independently. I'm currently seeking remote opportunities where I can support clients with virtual assistance, administrative tasks, or other online work.



Tools & Skills

Tools I Use:

- Microsoft Excel (Advanced)
- Google Workspace
- SQL
- Python (Basic)
- Microsoft Office
- Discord / Streaming Platform

Core Skills:

- Attention to detail
- Fast typing (90–100 WPM)
- Analytical thinking
- Communication skills
- Time management
- Content Moderation / Social Media Management

Services I Offer



Administrative Support

- Data entry & data management
- Email and calendar management
- File organization (Google Drive / Dropbox)
- Report creation and documentation

Data & Reporting

- Excel reports (Pivot tables, dashboards)
- Data analysis (SQL, basic Python)
- Performance tracking reports
- Automation using Excel macros

Content Moderation / QA

- Content review & moderation
- Quality auditing
- Policy compliance checking
- Error detection and reporting

Customer Support

- Email/chat support
- Handling customer concerns
- Documentation of issues

Community / Social Support

- Live chat moderation
- Community engagement (Discord, Facebook, Twitch)



achievements

June 2021


Promoted as a Subject Matter Expert
and act as a Junior Team Lead

January 2022

Promoted as a Quality Auditor /
Trainer


May 2025

Achieving a National Certificate 3 for
Commercial Airconditioning
Installation and Services



WHY?

- Strong corporate background (not really a beginner mindset)
- Fast learner and tech-savvy
- Detail-oriented and reliable
- Can work with minimal supervision

- 6+ years in Quality Assurance & Trust & Safety
 - Created automated reports improving efficiency
 - Trained and coached team members
 - Conducted audits for high-volume content
 - Experience in admin support and documentation
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why hire me



I am open to entry-level
VA roles and eager to
grow in the freelancing
industry.

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0927-720-7849

