

# Virtual Assistant

## HR & Admin Support



### About Me

#### Who's Behind the Pen?

Hi, I'm RJ.



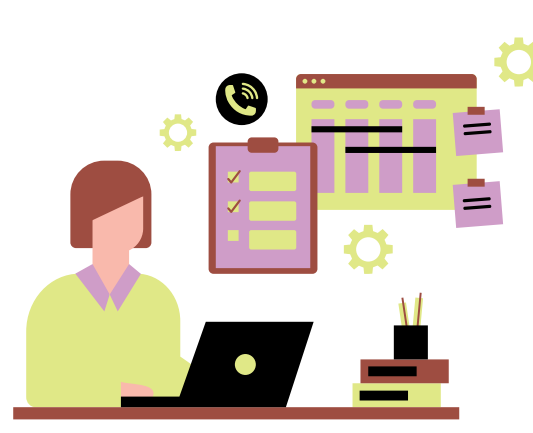
**Ruby Jane Lorilla**

I'm a Virtual Assistant with a background in HR and administrative support, specializing in email management, payroll processing, attendance tracking, and records management.

I help businesses stay organized through efficient email management, building structured systems, maintaining accurate data, and streamlining daily operations to reduce errors and save time.

I'm detail-oriented, proactive, and easy to work with—committed to delivering reliable and efficient support.

#### What Can I help You With?



**Administrative & Operations Support**



**Email & Inbox Management**



**Timekeeping & Attendance Tracking**



**Payroll Support**



**Records and Documentation Management**

#### Tools & Software



##### Core Tools:

- Google Workspace (Docs, Sheets, Drive, Gmail-including filters and organization systems)



##### Project Management Tools (Working Knowledge):

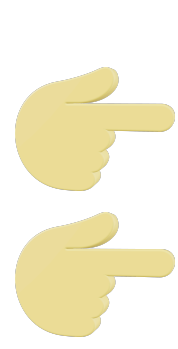
- Trello (Task tracking, boards, and workflow organization)
- Asana (Task Assignment, deadlines, and team coordination)
- Notion (Organizing records, creating structured pages, building simple trackers for tasks and documentation)



### SAMPLE WORK & SYSTEMS

#### EMAIL & INBOX MANAGEMENT

- I organize inboxes using structured labels and automated filters to ensure emails are properly categorized, prioritized, and easy to manage.
- This system helps maintain a clutter-free inbox, improve response time, and ensure no important messages are missed.



[Inbox Organization-Label Set-Up](#)

[Business Email Certificate](#)

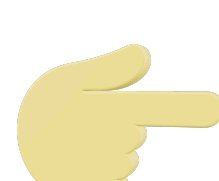


#### TIMEKEEPING, ATTENDANCE TRACKING & PAYROLL SUPPORT

- I created a structured system to track employee attendance, manage leave records, and support payroll computation.
- The system is organized per cutoff (1-15, 16-31), ensuring accurate tracking and easier payroll processing while reducing manual errors.

##### WHAT'S INCLUDED:

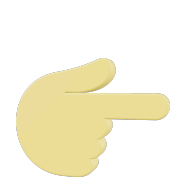
- ✓ Attendance Tracker
- ✓ Leave Tracker
- ✓ Payroll System
- ✓ PaySlip



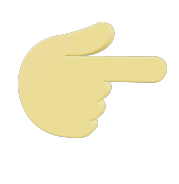
[Attendance Tracker & Payroll System](#)

#### RECORDS AND DOCUMENTATION MANAGEMENT

- I organize employee records and company files using a consistent and scalable system for easy access and long-term management.
- This improves file retrieval, reduces confusion, and keeps records audit-ready.



[Employee Masterlist](#)



[Organized Record and File Management](#)

#### Let's Collaborate



I'm open to opportunities where I can support your team. If you're looking for someone detail-oriented, reliable, and proactive—I'd be glad to work with you.



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Thank you for taking the time to review my portfolio. I look forward to the opportunity to support your business and help improve your systems and daily operations.

