

Ronaly Dangtayan

Virtual Assistant | Data Entry Specialist

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General Virtual Assistant | Data Entry Specialist

<https://www.linkedin.com/in/ronaly-dangtayan>

ronalydangtayan20@gmail.com

+63 991 152 2381

Puan , Davao City
8002 Philippines



Why I switched to a home-based job

- to have a more flexible work environment where I can improve my productivity, manage my time effectively, and maintain a better work-life balance while continuing to grow my skills and career.

What I can do for you

Administrative Support

I can handle tasks like data entry, email management, scheduling, and organizing files to keep your workflow efficient.

Research & Tasks Assistance

I can do online research, gather information, and assist with various tasks to help you make informed decisions.

Customer & Communication Support

I can respond to messages, assist clients/customers, help maintain clear and professional communication.

How I work with my clients

Clear Communication

I make sure to understand the client's instructions, expectations, and goals before starting any tasks, and I give regular updates to avoid misunderstandings.

Organized Workflow

I follow agreed timelines, prioritize tasks, and use tools (like spreadsheets, task managers or calendars) to stay organized and efficient.

Reliability & Professionalism

I Deliver accurate, high-quality work on time, respect confidentiality, and remain responsive and open to feedback for continuous improvement.

Educational Background

Kapatagan National High School - Digos City

- Volunteer in school/community projects.
- Participated in events/competitions.
- Presented as School Secretary (Supreme Student Government)

Alternative Learning System

- Passed ALS A&E Assessments.
- Recognized for dedication and perseverance in completing studies.
- Selected as top 1 in essay-writing contest.

Achievements

Academic Achievement

Completed Senior High School demonstrating consistency and dedication to studies.

Alternative Learning System Achievement

Successfully completed ALS program, showing perseverance and the ability to learn independently.

Organizational Environment

Active member of a women's organization, contributing to activities that support community, personal growth, and service.





- **Data Input and Accuracy**
 - **Data Organization & Management**
 - **Quality Checking & Support Tasks.**

Productivity apps I'm proficient in

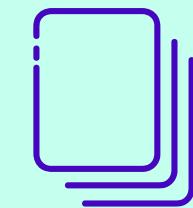
Google Sheets

Google Docs

Calendar Management

Emails

Files Editing



I can help you

Figure out which projects to prioritize

I assist in prioritizing projects by organizing tasks based on deadlines and importance.

Set clear and concrete goals

I set clear and concrete goals by defining specific objectives, aligning them with priorities, and ensuring they are measurable and achievable.

Meet like-minded individuals in your field

I network with professionals who share similar interests to exchange knowledge and improve my skills.

Reviews from my clients



Jaycee Lima

Executive Director

Great support with data entry and organization. She is fast and accurate, and easy to work with.



Marsha Posner

Marketing Head

Excellent Virtual Assistant. She follows instructions well, meet deadlines, and is always willing to learn new tasks. A valuable addition to my team.



Benny Sampio

Digital Marketer

She completed the tasks on time and communicated clearly throughout the project. Highly recommended for Administrative Support.

References



Boris Deakin

CFO

Strategea Inc.

Tel no: (123) 456-7890

Louis Wagner

Founder & CEO

Wagner Accounting Firm

Tel no: (123) 456-7890

Agatha Leonowens

Head of Accounting

Bijou Clothing Co.

Tel no: (123) 456-7890

Get in touch!

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Linkedin

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