

Rhica Jordan Alegada

Administrative Virtual Assistant

Executive & General Administrative Support

Professional Portfolio

Organized • Detail-Oriented • Reliable

- Helping busy professionals stay organized, responsive, and stress-free through reliable admin support.



✉ Email: alegadarhica@gmail.com

📍 Philippines

ABOUT ME

Hello! I'm **RhicaJordan Alegada**, an **Administrative Virtual Assistant** who provides reliable and organized administrative support to help businesses run smoothly and efficiently

I assist with data entry, email management, document preparation, scheduling, research, and task organization—ensuring accuracy, clarity, and timely completion of every task.

I am detail-oriented, dependable, and proactive in managing administrative work. I communicate clearly, follow instructions carefully, and take initiative when needed.

With a background in Office Administration and hands-on experience from internships and academic projects, I bring a strong work ethic, professionalism, and a genuine commitment to supporting clients and their business goals.



SKILLS

Administrative Skills



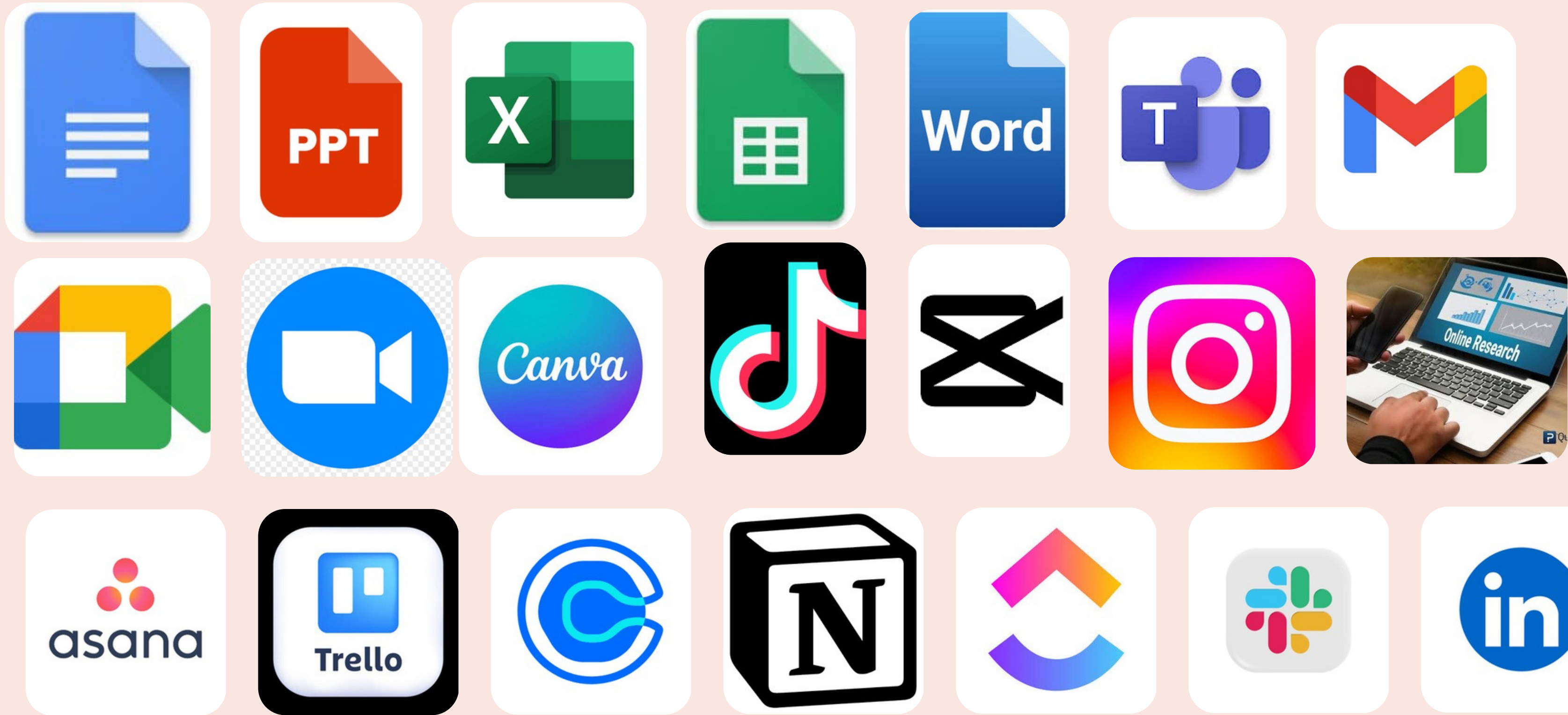
- Data Entry & File Management
- Document Preparation & Formatting
- Email Handling & Scheduling
- Research & Task Organization

Communication & Organizational Skills



- Professional Email & Chat Communication
- Clear Reporting & Updates
- Client & Team Collaboration
- Time Management & Prioritization
- Attention to Detail
- Task Tracking & Follow-Ups

TOOLS & PLATFORMS



SERVICES OFFERED



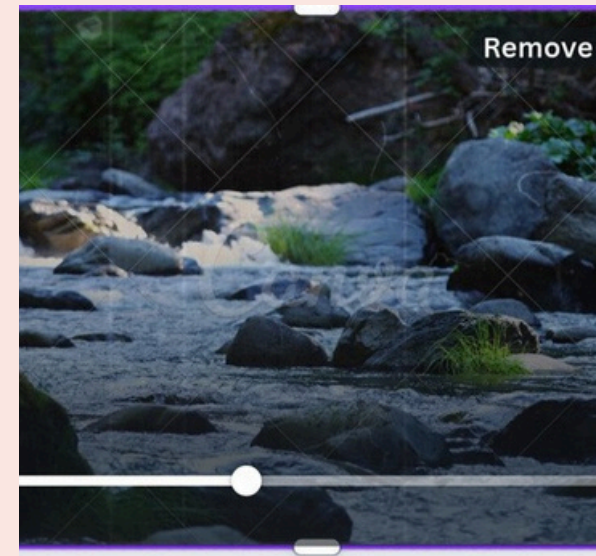
Services I Can Provide

- **Administrative Support & Data Entry**
- **Email Management & Calendar Scheduling**
- **Document Formatting & Presentation Design**
- **Research & Report Summaries**
- **Task Organization & Workflow Assistance**
- **Shorthand Writing & Stenography**

- Accurate data input, file organization, and administrative task assistance
- Inbox organization, email sorting, and appointment scheduling
- Professional documents and presentations using Microsoft Office and Canva
- Online research and clear, concise summaries for easy reference
- Task tracking, prioritization, and support to improve daily productivity
- Fast and accurate note-taking, transcription, and written documentation

WORK SAMPLES

Logos and Presentation

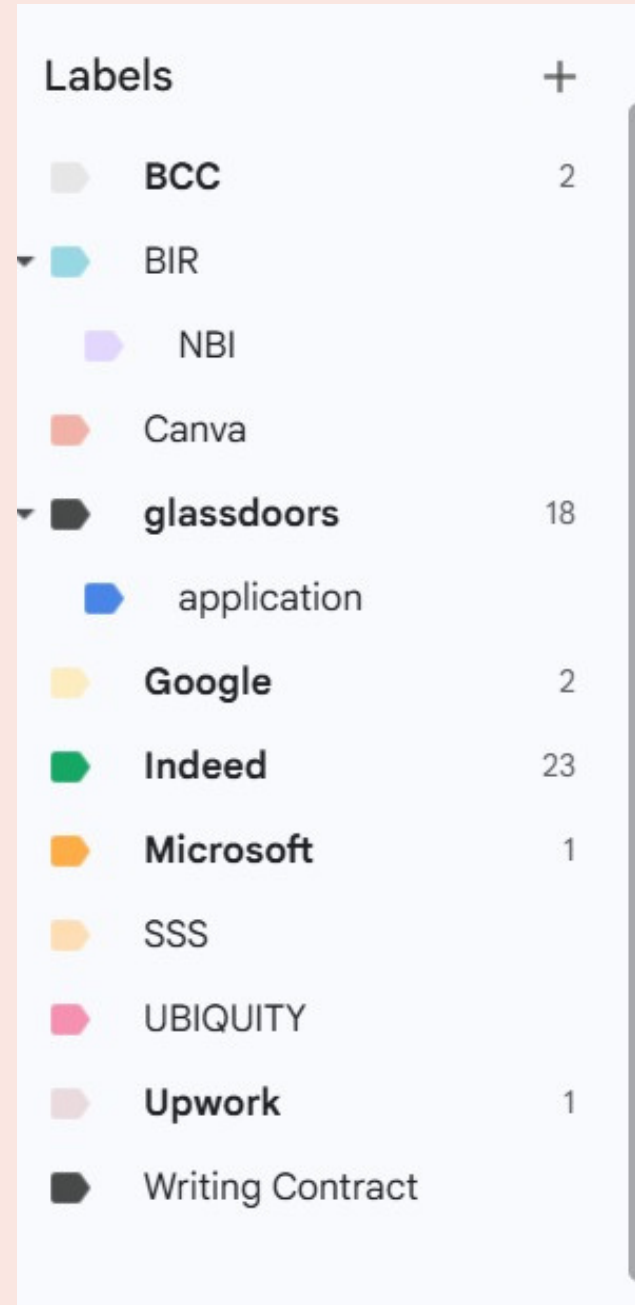
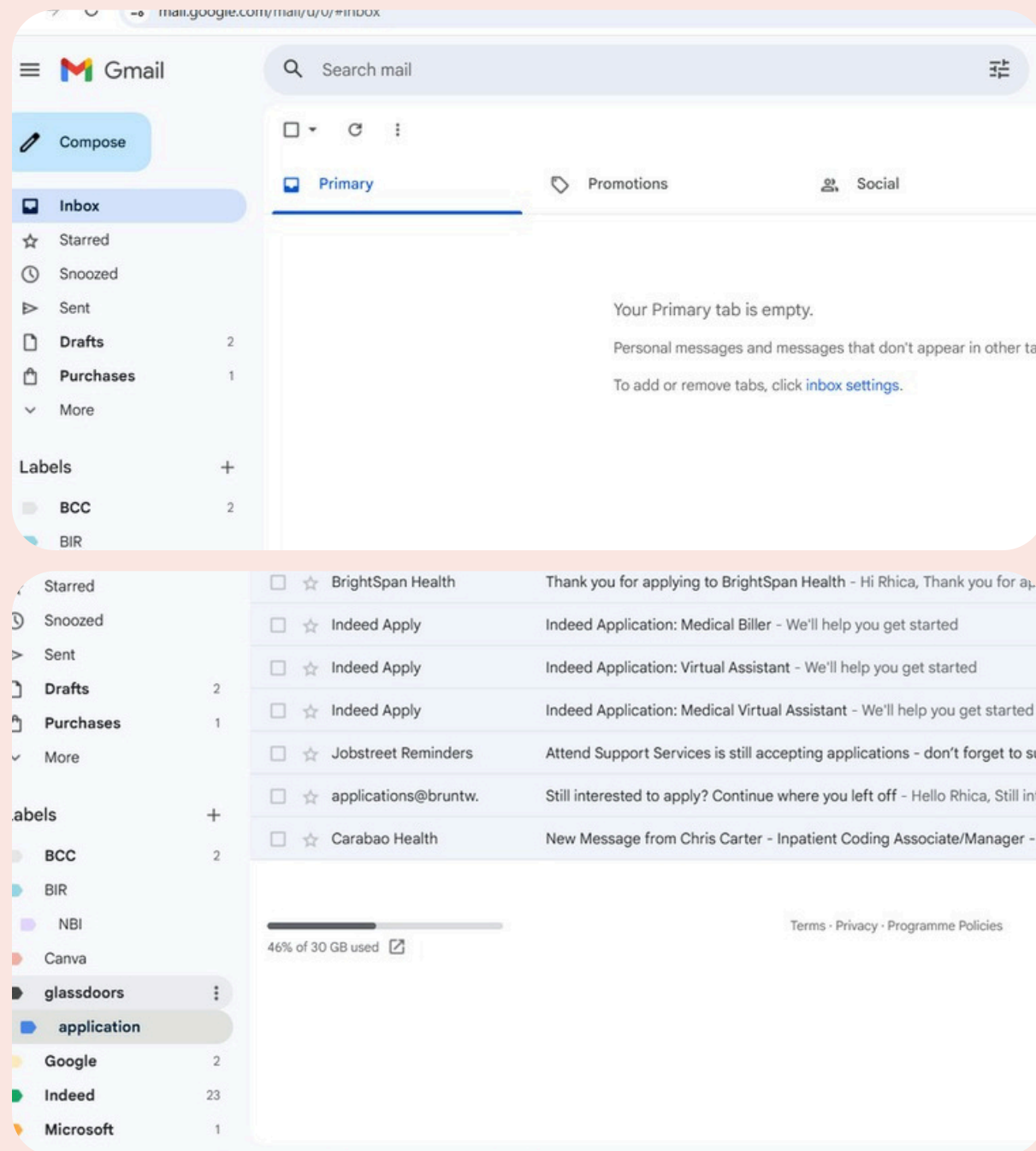


• As an entry-level Virtual Assistant, I have completed projects that demonstrate strong organizational skills, attention to detail, and professional communication. The samples below highlight my experience in:

- **Canva Presentations** – Academic professional presentation designs focused on clear structure and visual organization
- **Data Entry & Organization** – School projects and internship-related documentation and file management
- **Email Drafts & Correspondence** – Professional email creation, formatting, and written communication
- **Research & Reports** – Research and research outputs for assigned projects and tasks

WORK SAMPLES

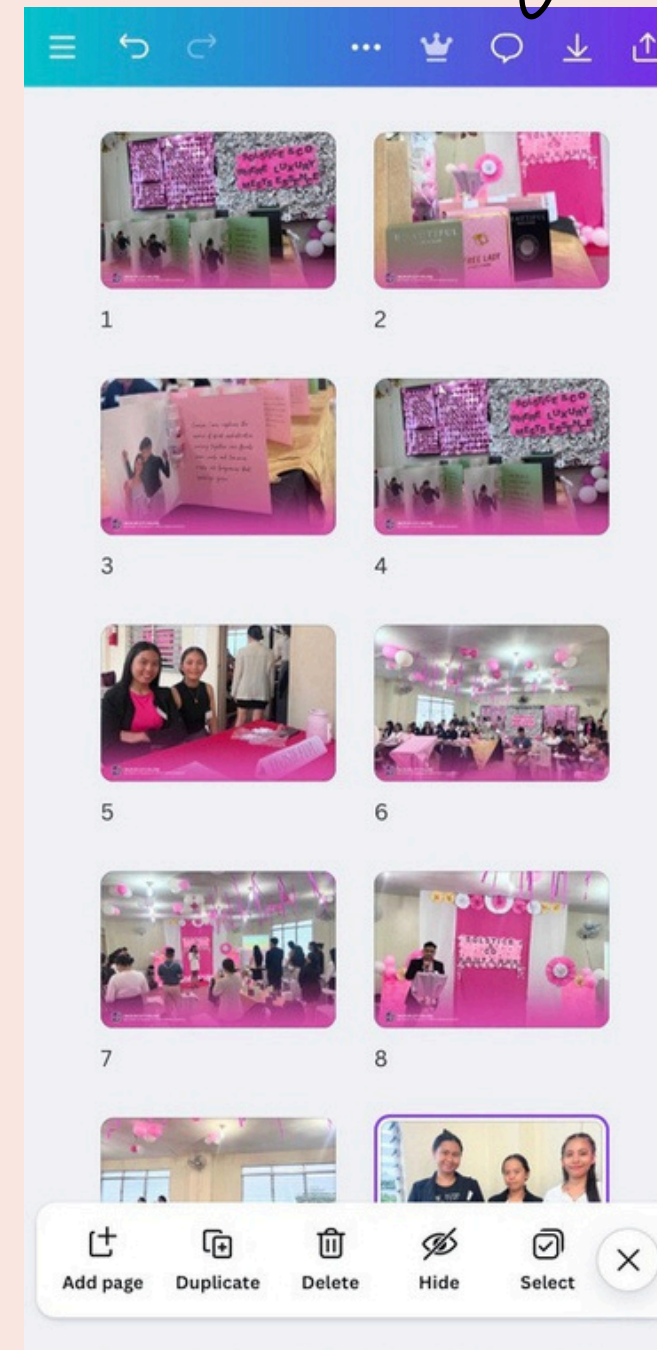
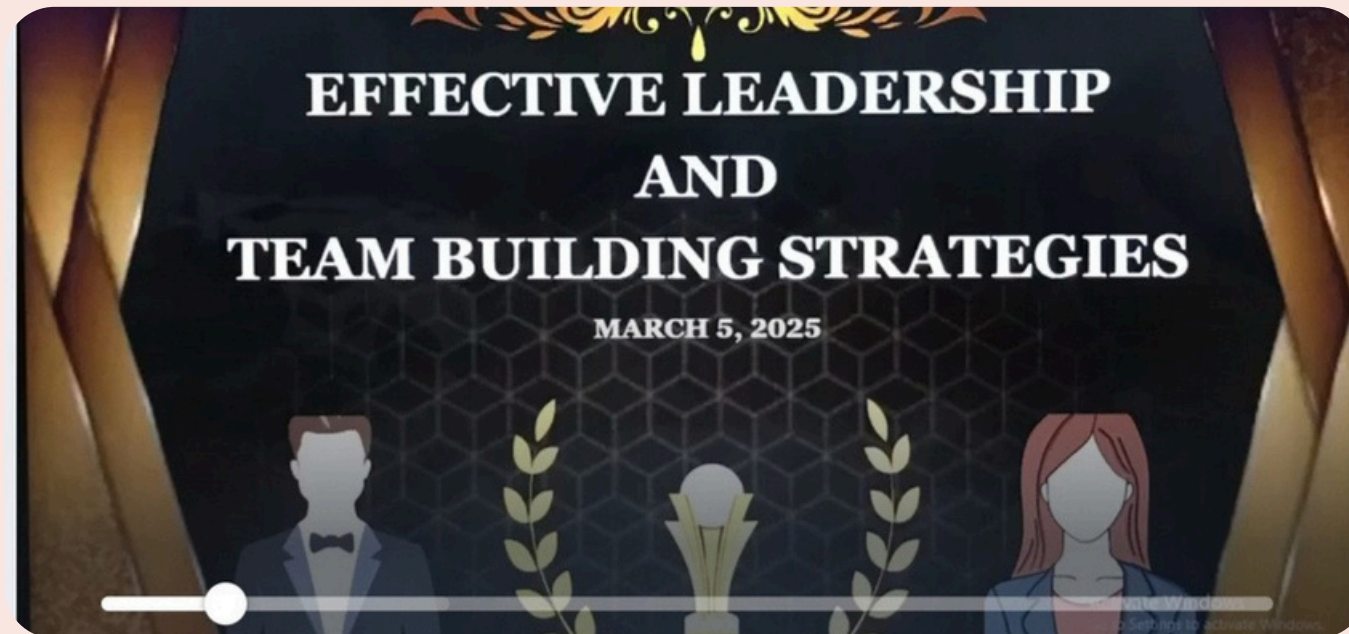
Email Management



- Organized high-volume inbox using Gmail labels and filters.
- Automatically categorized incoming emails (job applications, interviews, alerts, and documents) to improve response time and workflow efficiency.

WORK SAMPLES

Events Management

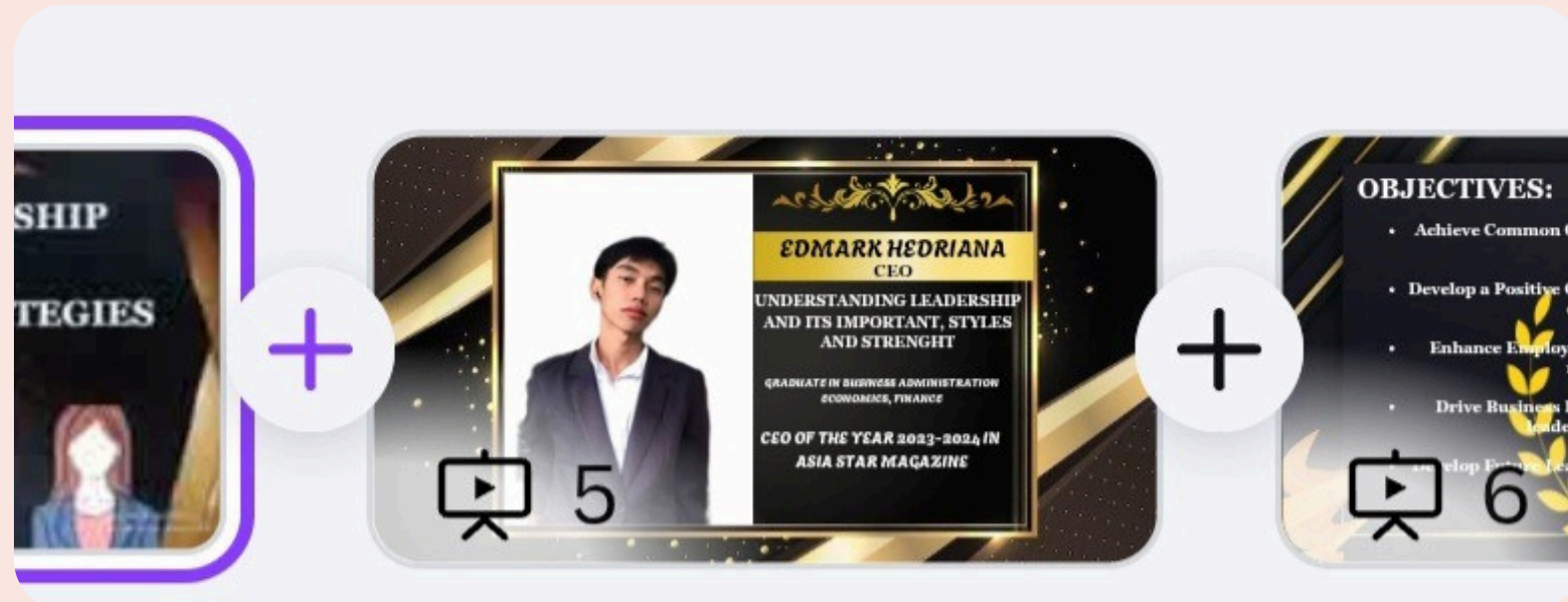


Content Organization & Presentation Support (PPT Screenshot 1& 2)

- Created and organized presentation materials using Canva, ensuring clear structure and professional visual layout.

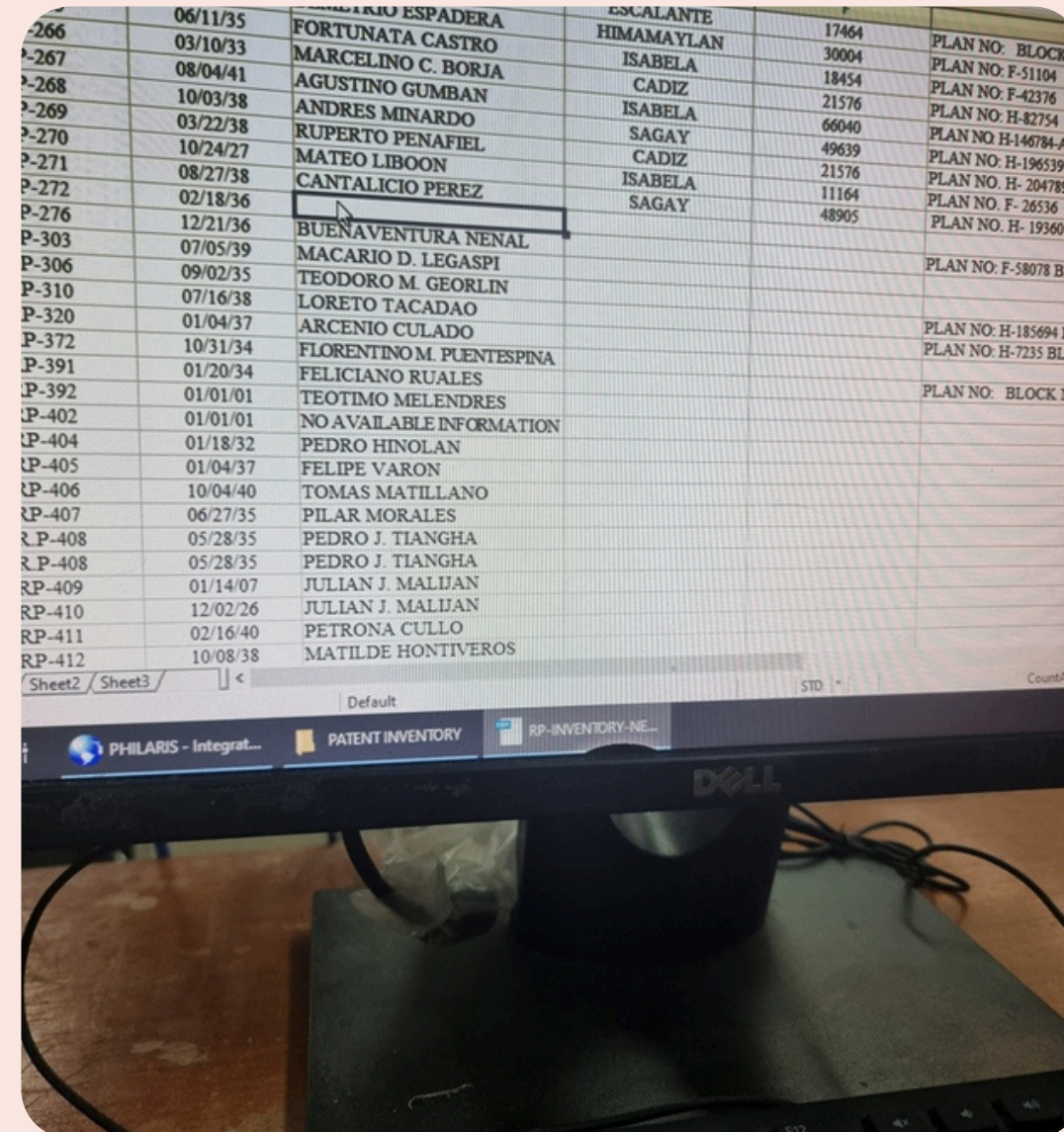
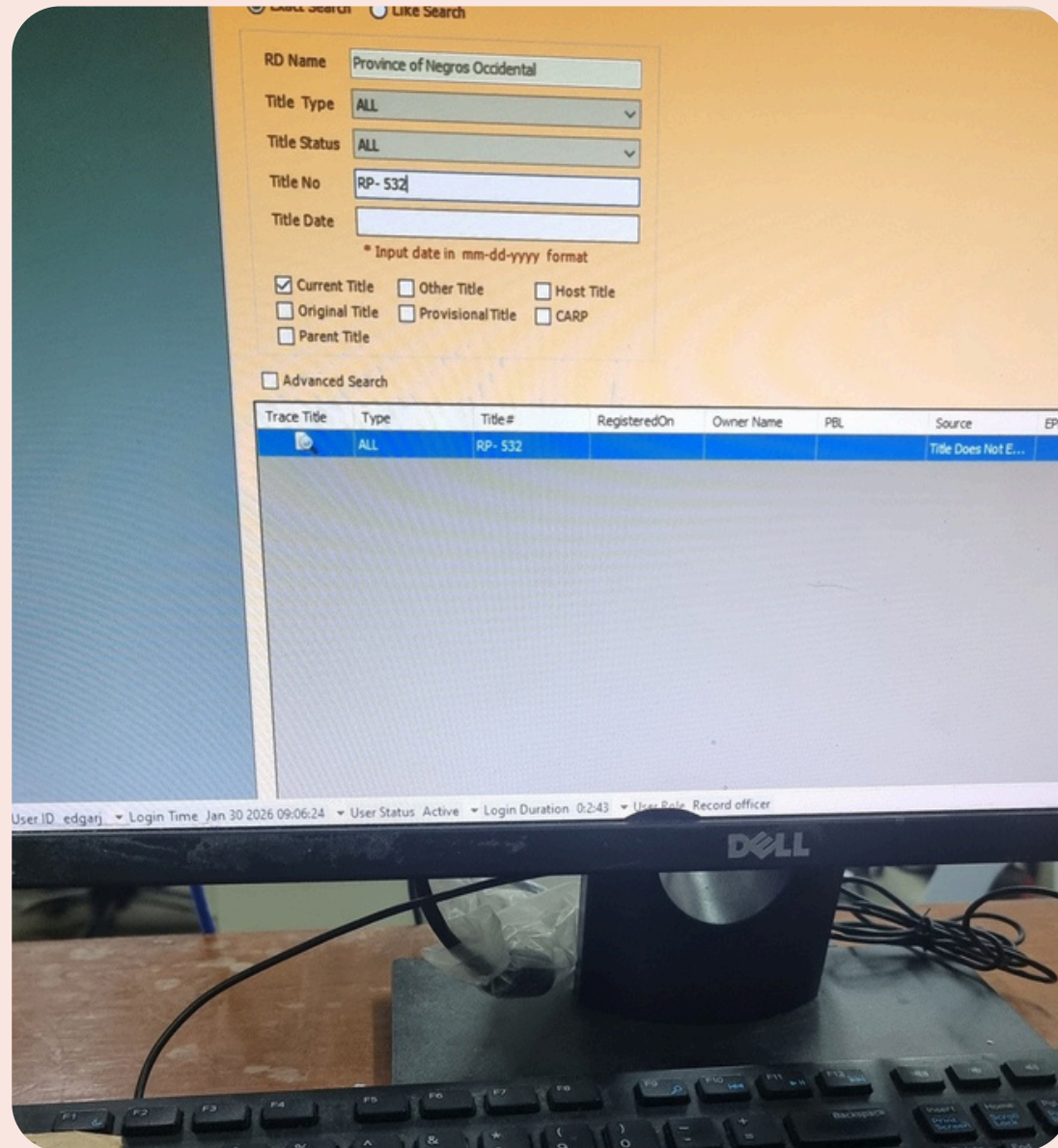
Administrative Support During Events (Photo 3, Left)

- Provided administrative assistance during events, including coordination, communication support, and task organization.



WORK SAMPLES

Administrative Records Management



Document Trace-Back & Verification (Left)

- Conducted document trace-back by verifying records within the system to ensure accuracy and completeness.

Data Encoding & Records Management (Right)

- Encoded and organized documents in the system to support efficient record management and easy retrieval.

WORK EXPERIENCE

Administrative Support Intern

January- May 2025

- ~~Following~~ and organizing documents, contracts, and client records
- Data entry and updating insurance databases
- Preparing letters, reports, and basic documentation
- Managing emails, phone inquiries, and internal coordination

Customer Service Representative

July2024 - January2025

- Provided professional customer support through phone and online communication channels.
- Assisted in ~~customer and maintained~~ high communication and performance standards.

Administrative Assistant

January - June2023

- Organized and maintained files, handled data using Excel and Word, and applied stenography skills for accurate typing and transcription. Developed strong attention to detail and office administration skills.

EDUCATION

Bachelor of Science in Office Administration

Bacolod City College | June 2026

Relevant Courses & Skills

- Administrative Management
- Business Communication
- Computer Applications (Microsoft Office & Google Workspace)
- Project Documentation & Presentation
- Customer Relations
- Total Quality Management
- Stenography
- Legal & Medical Office Procedures

CONTACT INFORMATION



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Part-Time / Full - Time / Flexible

Thank you for reviewing my portfolio.
I look forward to the opportunity to support your business!

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