

## **Leonard Torres Dooc**

### **Virtual Assistant | Data Analyst | Operations & Administrative Support**

Motivated and detail-oriented professional with 5+ years of experience in data management, administrative support, warehouse operations, HR coordination, and property management. Skilled in handling reports, booking platforms, customer coordination, inventory monitoring, and daily operational tasks with accuracy and efficiency.

Experienced in using tools and platforms such as SAP, Honeywell WMS, JDA, Airbnb, Agoda, Smoobu, and Microsoft Excel. Strong ability to manage multiple tasks, maintain organized records, analyze data, and provide reliable support in fast-paced environments.

Currently working as a Data Analyst at 2529 Corporation Inc., focusing on booking analysis, occupancy monitoring, guest coordination, and operational support to improve business performance and customer satisfaction.

#### Core Skills

- Data Entry & Data Analysis
- Virtual Assistance
- Administrative Support
- Microsoft Excel & Reporting
- Booking & Property Management
- Customer Support & Coordination
- Inventory & Warehouse Operations
- Time Management & Organization
- HR & Employee Coordination
- Problem Solving & Multitasking

#### Tools & Platforms

SAP • Honeywell WMS • JDA • Microsoft Excel • Airbnb • Agoda • Smoobu • CSP • Adobe Photoshop

#### Career Objective

To secure a remote or online position where I can contribute my administrative, analytical, and operational skills while continuously growing professionally and helping businesses achieve efficient and organized operations.