



JOHNREY C. BRIGOLE

Virtual Assistant

+639257349245

johnreycbrigole@gmail.com

69 Yamas Residence,
Circumferential Road,
Garcia Heights, Brgy. 19-B,
Davao City, Philippines

EDUCATION

Bachelor of Science in Statistics
University of Southeastern
Philippines
2006-2010

Virtual Assistant Training Course
Surge Digital Agency
Sept. 11 - 15, 2023

EXPERTISE

Administrative Tasks
Email Management
Lead Generation
Data Entry
Calendar Management
Social Media Management

LANGUAGE

English
Filipino

Work Experience

Aug 2013 - Present

TNC Everlight Phils., Inc | Makati City, Philippines

Credit and Collection Officer

Handles collection on assigned territory and ensures accuracy of statement of account per client on a regular basis. Checks status of delinquent account and initiate action by contacting each account according to due date. Handles collections regularly and in an orderly manner. Performs various routine duties, such as running weekly aging reports. Support Credit Manager in day-to-day operation and project. Prepares necessary documents needed during collection processes. Prepare and submit weekly collection report and monthly collection forecast.

March 2022 - June 2023

Appen Limited - Project Based Job

Social Media Evaluator and Annotator

Helps social media companies improve the services they provide to their users. Assess the quality and relevance of information in news feeds, advertisements, and search results. Rate the quality and relevance of ads. Evaluate claims stated in pieces of content such as images and videos. Annotate and label the videos and images based on different categories.

Aug 2010 - Jan. 2012

Zywave Phils. (Formerly ITPPL) Davao City, Philippines

Junior Research Analyst

Lead generation and data entry jobs. Preparing and sending reports. Email management tasks. Client profile research.