Carlo Mendoza

Administrative Virtual Assistant

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SUMMARY

Administrative support professional applying for virtual assistant work focused on appointments, inbox organization, and shared records. Experience preparing written updates and coordinating schedule changes, with a personal practice project demonstrating a structured remote handover process.

SKILLS

Google Calendar, Google Sheets, Google Drive, Email coordination, File organization, Status reporting, Task handovers

EXPERIENCE

Office Support Assistant

Illustrative Office Services (fictional) | 2023-07 - 2026-06

- Maintained the shared appointment calendar and confirmed changes by email before the daily team briefing.
- Updated an inquiry log, identified open requests, and prepared a weekly status summary.
- Organized shared documents by client account and recorded items awaiting supervisor approval.

PROJECTS

Remote Handover Demonstration

Personal practice project | 2026-07 - 2026-08

- Created a sample request board using fictional inquiries and separated completed, pending, and approval-needed tasks.
- Prepared an end-of-day handover describing the next action for each open request.

EDUCATION

BS Office Administration

Sample College (fictional) | 2019-08 - 2023-05

- Coursework included office procedures, business writing, and records organization.