



MA. ROSALIE MACLANG

General Virtual Assistant

Hi, I'm Rosalie, I am passionate about helping and supporting people to find solutions in order to achieve success. I'm committed and dependable to work in both team settings as well as working independently. I am willing to learn and dedicated to self-improvement.

CONTACT

- +639-516-154-060
- rosaliemaclang@gmail.com
- 47 Purok 2, Mojon, City of Malolos Bulacan

EDUCATION

2009-2013

Buacan State University

- Bachelors Degree of Business Administration major in Management

TRAINING

- Freelancing Course - Gold Diploma at Surge Digital Agency
- Mandatory 8-Hour Safety and Health Seminar for Workers
- SSS In-Depth Information Seminar
- SSS General Information Seminar
- Comprehensive Seminar on Expanded Withholding Tax (EWT) and Withholding Tax on Wages (WTW)
- Consumer Awareness
- Jumpstarting a Career in Finance
- Fundamentals of Stock Investment
- Entrepreneur's Journey: Making the Next Big Thing

EXPERIENCE

Sr. Compensation and Benefits Assistant
Leisure and Allied Industries Philippines Inc.
February 6, 2017 - Present

- Accountable for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, issuing pay and pay related information to employees.

Administrative/Operations Assistant
Leisure and Allied Industries Philippines Inc.
December 8, 2014 - February 5, 2017

- Provide clerical and administrative support to ensure efficient operation of the office.

Internal Audit Project-based Encoder
ABS-CBN Corporation
November 2013-December 2013

- Encode details of Acknowledgment receipts.

SKILLS

- Social Media Management
- Virtual Assistant Skills
- Customer Service Skills
- Data Entry
- Email Management
- Transcription
- Basic knowledge in SAP software and Microsoft Office