



Mary Lette Enriquez

VIRTUAL ASSISTANCE

Hello, I'm Mary

My Name Is Mary I am very flexible towards different people and situations. I work well in a team but also on my own, as I like to set myself goals. I am self-motivated, reliable and often seek new responsibilities. I communicate well and respect others decisions and points of view. I am a well-organized person who always plans ahead to make sure I manage my time well.

Work Experience

Job position here

Company Name | Location

VISTA LAND Balanga Bataan ,Philippines Real estate Agent	2016 -2018
SUMI PHILIPPINES Hermosa, Bataan,Philippines Special process(1st Visual)	2018 - 2019
VIVO IQOO.IIQOO.INC San Fernando Philippines Product Specialist	2019 - 2022
AKT VIRTUAL ASSISTANCE SERVICES Balanga, Bataan Back office(Lead Generation}	2022 - 2023

☎ -63-956-946-7126

✉ maryletteenriquez1@gmail.com

Education

Secondary

Holy, Rosary, Parochial,Institute
Orani, Bataan Philippines
2002 - 2006

Course Studied

Btaan,Pletechnics,Collage
BS PSYCHOLOGY(UNDER GRAD)
2006 - 2008

Skills

UI/UX

Data Entry

Photo Edit

A capable decision-maker and versatile worker

A responsible leader and works well as part of a team

Creative and dedicated to work