



JOSHUA WALITANG

VIRTUAL ASSISTANT

 Baguio City, Philippines

 0906935768

 jwalitang.vra@gmail.com

EXPERIENCE

Teritory Manager

Cathay YSS Distributors Co., Inc.
March 17, 2025- August 15, 2025

- Promoted and sold medical products to healthcare professionals, such as doctors, pharmacists, and hospitals.

Sales Account Representative

Bell Kenz Pharma June 18, 2024- September 15, 2024

- Kept clients informed on the latest medications available in the market while enhancing brand awareness by addressing inquiries, providing product guidance, and cultivating strong professional relationships to meet company growth targets.

Customer Service Relations

Teleperformance

July 17, 2023-January 18, 2024

- Handled patients' medical supplies, including placing orders, scheduling doctor appointments, updating insurance information, and similar tasks.

EDUCATION

Bachelor of Arts in Communication

University Of Baguio | 2019-2023
With High Honors

SKILLS

Social Media Management

Script Writing

Video Editing

Basic Graphic Design

Organizational Skills

Calendar and Email Management

Customer Service

REFERENCE

Dr Napoleon Timaan

Internal Medicine at Tagbilaran
Community Hospital

09088980741



JOHN GREGORY SMITH

VIRTUAL ASSISTANT

 Baguio City, Philippines

 0906935768

 jwalitang.vra@gmail.com

EXPERIENCE

Journalist (Internship)

Public Information Office-Baguio
March 21-May 4, 2023

- Published 22 articles posted from different print media platforms such as PIO-Baguio, Midland Courier, Northern Philippines, and Filipino News Sentinel.

Television Production (Internship)

People's Television Network Inc.
March 21-May 4, 2023

- During my time at PTV Cordillera, I produced three news packages. Additionally, I served as the head of set design and assistant producer for our new segment "Iskoolmates sa Norte," which aired on all PTV stations across the country.

Disc Jockey (Internship)

Big Sound FM Baguio
March 21-May 4, 2023

- Produced one news package and one commercial package during the broadcast training.