



ROD KURT DOMINGUEZ

VIRTUAL ASSISTANT

📍 Baguio City, Philippines

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✉ rkdominguez.vra@gmail.com

EXPERIENCE

Virtual Assistant

Berry Virtual | December 2022 -- March 2025

- Executive Assistant supporting one of the managers at a supplier company.
- Process creation and monitoring, email and calendar management, customer support and other admin tasks.

Data Quality Analyst

EMAPTA | February 2021 -- December 2022

- Data management and processing as well as report creation and analysis.
- Process creation and monitoring, email and calendar management, customer support and other admin tasks.

Quality Control

The/Studio Inc. | October 2020 -- February 2021

- Responsibilities included verifying format accuracy (e.g., capitalization and spelling), ensuring correct unit conversions, and confirming that product descriptions and names complied with company standards.

Operation Support Officer

Chubb Business Services | Feb 2020 -- Oct 2020

- Answered emails from Australian policyholders, encoded and transferred customer's insurance agreement from Word documents into the company's system with the use of various Excel-based and command-based tools.

EDUCATION

Bachelor of Science in Mechanical Engineering

Saint Louis University | 2019

SKILLS

Administrative & Executive Support

Communication & Customer Service

Data & Document Management

Calendar and Email Management

Quality Assurance & Attention to Detail

Process & Operations Management

REFERENCE

Jezreel Batula

Operations Manager | Berry Virtual

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