



CARMINA CALUNGSOD

General Virtual Assistant

CONTACT



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ABOUT ME

Detail-oriented professional with 9 years of experience in document encoding, legal document review, and department-level progress monitoring. Comfortable using AI tools (ChatGPT, Gemini, Claude) to build Google Sheets formulas and automation, then carefully checking outputs for accuracy before use. Quick to learn new software and tools, with strong attention to detail and the ability to work independently under minimal supervision.

EDUCATION

Cavite State University

Associate in Computer Technology
2013-2015

SKILLS

- Leadership + Management Skills
- Google Sheets + Apps Script (Technical & Automation Skills)
- Data entry and reporting
- Administrative task
- Adobe Photoshop
- Canva

AWARDS & CERTIFICATIONS

- Best Checker 2018
- Most Efficient Checker 2019
- Outstanding Leadership 2019
- Most Outstanding Employee 2021

LANGUAGE

- English (Intermediate Proficiency)
- Tagalog (Native)

WORK EXPERIENCE

- 2023-2025
H.R.D (S) Pte. Ltd. [Ichijo Komuten]
Chief Staff (Technical Staff)
 - Provided technical support across teams, troubleshooting day-to-day issues to keep workflows running smoothly.
 - Maintained organized records and document trails, supporting quality control and error-reduction practices.
 - Updating/Setting Standard Operating Procedures
- 2020-2023
H.R.D (S) Pte. Ltd. [Ichijo Komuten]
Senior Staff (Group Leader)
 - Monitored department progress and consolidated reports to support timely, data-driven decisions. (Quality, Productivity, Delivery)
 - Train new staffs
- 2018-2020
H.R.D (S) Pte. Ltd. [Ichijo Komuten]
Office Staff (Checker)
 - Checks and reviewed finished plan by encoders to check accuracy and prevent over looks.
- 2016 - 2018
H.R.D (S) Pte. Ltd. [Ichijo Komuten]
Office Assistant (Encoder)
 - Encoded and reviewed legal documents related to housing construction projects in Japan, ensuring accuracy and compliance with set standards.