

# CHANDA D. TUMPAR

## EXECUTIVE VIRTUAL ASSISTANT

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### SUMMARY

Highly motivated and professional with over 7 years of experience providing high-quality of work across different industries. Seeking a challenging position where I can leverage my knowledge, creativity, and administrative skills in streamlining processes to support the company's success and growth.

### PROFESSIONAL EXPERIENCE

<b>Executive Virtual Assistant</b> MyPortal Virtual Assistants Corp.   First Choice Business Brokers (LA) <ul style="list-style-type: none"><li>Support business broker in facilitating the sale or purchase of businesses</li><li>Assisting with document preparation, contracts, listings, etc.</li><li>Maintain client databases and CRM systems</li><li>Schedule and coordinate buyer-seller meetings</li></ul>	<b>Nov 2024 - Present</b>
<b>Quality Assurance Specialist</b> GoTeam   REE Medical <ul style="list-style-type: none"><li>Conducted a final review of the transcribed and reviewed Disability Benefits Questionnaires (DBQs) from the provider.</li><li>Ensured all required documents were provided and the data was correct.</li><li>Finalized the Veteran's file and payment before sending out their official Disability Benefits Questionnaire (DBQs).</li></ul>	<b>Jun 2023 - Aug 2024</b>
<b>Medical Data Entry Specialist (DBQ Generator)</b> GoTeam   REE Medical <ul style="list-style-type: none"><li>Accurately transcribed information from the Veteran's basic medical questionnaire onto the official Disability Benefits Questionnaire (DBQ) form.</li><li>Paraphrased the Veteran's description and skillfully crafted content from the perspective of a provider.</li><li>Assessed projected ratings for each DBQ by effectively applying the Rating Schedule.</li></ul>	<b>Aug 2022 - Jun 2023</b>
<b>Transaction Support Assistant</b> International Pharmaceuticals, Inc. (IPI) <ul style="list-style-type: none"><li>Provided support and coverage for other teams within transaction management.</li><li>Coordinated travel arrangements and accommodations for superiors, team members, and guests.</li><li>Handled confidential documents and maintained their proper organization.</li><li>Guided everyone within the department to ensure effective office operations.</li></ul>	<b>Apr 2022 - Sep 2022</b>
<b>Executive Secretary</b> International Pharmaceuticals, Inc. (IPI) <ul style="list-style-type: none"><li>Managed the executive's calendar, scheduled appointments, and arranged meetings and conferences.</li><li>Prepared and disseminated correspondence, memos, forms, and other documents.</li><li>Coordinated with other administrative staff to support office operations.</li><li>Maintained filing systems, ensuring important documents were organized and easily accessible.</li><li>Provided behind-the-scenes support for office operations.</li></ul>	<b>Jun 2018 - Mar 2022</b>

### SKILLS

<b>Technical Skills</b> <ul style="list-style-type: none"><li>Business &amp; CRM Platforms: Zoho One, SAP, ERP systems, and OMS (Order Management Systems)</li><li>Project &amp; Task Management: Monday.com, Asana</li><li>Communication &amp; Collaboration: Microsoft Teams, Slack, RingCentral</li><li>Office &amp; Design Software: Microsoft Office Suite, Adobe Acrobat Pro</li></ul>	<b>Administrative &amp; Professional Skills</b> <ul style="list-style-type: none"><li>Administrative support &amp; office management</li><li>Stenography</li><li>Customer service &amp; client relations</li><li>Organizational and time-management skills</li><li>Detail-oriented approach to work</li><li>Ability to work independently and collaboratively</li></ul>
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### EDUCATION

**University of the Visayas (Main Campus)**  
Bachelor of Science in Office Administration  
S.Y. 2014 - 2018