



John Lord M. Vegafria
Administrative VA | Moderator | Transcriptionist
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☎ 0945-544-9036
📍 Canlaon City, Philippines

Professional Summary

Proactive and detail-oriented Virtual Assistant with proven experience in administrative support, chat moderation, and transcription. Adept at managing remote tasks, streamlining workflows, and ensuring accurate and timely delivery of projects. Leveraging strong communication, organizational, and technical skills, I contribute to enhancing operational efficiency, improving team productivity, and supporting business growth. Adaptable, reliable, and quick to master new tools and systems.

CORE SKILLS

- Virtual Assistance & Administrative Support
- Email & Calendar Management
- Chat Moderation & Community Engagement
- Transcription & Data Entry
- Online Research & File Organization
- Customer Support & Written Communication
- Time Management & Workflow Optimization

WORK EXPERIENCE

Freelance Virtual Assistant

Remote | 2022 - 2023

- Provided administrative support and managed digital tasks for clients.

Chat Moderator

Remote | 2022 - 2023

- Moderated online chats and maintained positive community engagement.

Freelance Transcriptionist

Remote | 2025 - 2026

- Transcribed audio and video recordings into accurate written documents.

LANGUAGES

English – Fluent
Tagalog – Fluent
Hiligaynon - Fluent
Cebuano- Native

TOOLS

- Google Workspace
- Microsoft Office
- Outlook
- Slack
- Zoom
- Canva
- Asana
- Otter.ai (Transcription)
- Rev.com (Transcription)
- Descript (Transcription)
- Online Chat Platforms

EDUCATION

La Carlota City College
Bachelor of Science in Criminology
2021-2025

REFERENCES

Ms. Arienne Kaye L. Batislaon
Licensed Professional Teacher
☎ 0995 363 4520

Mr. Johnny T. Jaudines
Licensed Professional Teacher
☎ 0945 876 3419

Ms. Rose Jean Dela Paz
Ubiquity Global Services – Supervisor
☎ 0929 344 2894


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