



MARY ANN CAMACHO DITSUS

APPLICANT

📞 0965-566-6359

✉️ ditsusm@gmail.com

🏠 Limaha, Butuan City

PERSONAL DETAILS

Birthday: October 20, 1999

Age: 25

Civil Status: Single

Languages Spoken:

Visaya, Tagalog and English

Skills

- Administrative Support
- Data Entry & Encoding
- Email & Calendar Management
- Customer Service
- Online Research
- Document Preparation
- Inventory Monitoring
- Basic Accounting
- Microsoft Office (Word, Excel, PowerPoint)
- Communication & Multitasking

ATTRIBUTES

- Hardworking
- Responsible
- Honest
- Patient
- Respectful
- Friendly
- Disciplined
- Reliable

CAREER OBJECTIVE

Motivated and detail-oriented Office Administration graduate seeking a Virtual Assistant position where I can apply my skills in organization, data entry, document management, and customer support. I aim to deliver efficient, accurate, and professional assistance while contributing to the overall success of the organization.

Experience

Purchasing Assistant – Uraya Land Development Inc. **June 19, 2025 – November**

- Assisted with procurement and supplier coordination
- Managed inventory and office tasks

ON-THE-JOB TRAINING

Administrative Intern – Agdao Multipurpose Cooperative **Jan 13 – Mar 7, 2025**

- Assisted clients and provided front desk support
- Maintained records and filing systems

Legal Admin Intern – Detecio Magaule Law Office **Mar 17 – May 6, 2025**

- Handled legal documents and notarization support
- Assisted with client coordination

ADDITIONAL EXPERIENCE

Milk Tea & Burger Business **2023 – 2024**

- Managed daily operations and customer service
- Monitored inventory and finances

Education

TERTIARY EDUCATION

Bachelor of Science in Office Administration
Philippine College Foundation
Graduated: 2025

- Dean's Lister (2022–2025)

SECONDARY EDUCATION

- Kiharong National High School
- Graduated: 2017–2018

PRIMARY EDUCATION

- Kiharong Elementary School
- Graduated: 2005–2006