



ANNE LENN CALAYO

CONTACT

 0547180517

 annelenns@gmail.com

 Warsan 3, Wasl 611

EDUCATION

SAINT LOUIS UNIVERSITY

2015-2018

Bachelor of Science in Nursing

MMS DEVELOPMENT

2024-2025

Caregiving

SKILLS

- Communication skills
- Customer service
- Organization and time management skills

PROFILE

A highly motivated and hardworking individual eager to take on a responsible role in a reputable organization, where I can grow and deliver excellent results.

WORK EXPERIENCE

BRANLINK PHILIPPINES 2022-2024

VIRTUAL ASSISTANT

- PROVIDE EXCELLENT CUSTOMER SERVICE TO CLIENTS

PAGO LOGISTICS

VIRTUAL ASSISTANT 2024-2025

- CONTACTING CUSTOMERS TO ARRANGE THE BEST TIME AND DATE FOR THEIR DELIVERIES

SAINT LOUIS UNIVERSITY SACRED HEART MEDICAL CENTER

NURSING ASSISTANT/CAREGIVER 2025

- ASSISTING PATIENTS WITH ACTIVITIES OF DAILY LIVING LIKE BATHING, DRESSING, AND EATING, MONITORING VITAL SIGNS, AND PROVIDING EMOTIONAL SUPPORT.