



**"YOUR TRUSTWORTHY VIRTUAL ASSISTANT:
SIMPLIFYING LIFE WITH TRUST AND EFFICIENCY"**

**GENERAL VIRTUAL ASSISTANT
EXECUTIVE VIRTUAL ASSISTANT
SOCIAL MEDIA MANAGER
EMAIL MARKETER**

I am a driven and competent virtual professional with superior skills in producing exceptional outcomes, bringing a solid work ethic and excellent organizational skills to any setting. With a wide range of skills and experience in various industries, I am well-equipped to handle various tasks and projects.

I deliver exceptional administrative support, data entry, customer service, social media management, content creation, and other virtual assistance. As a professional, I am dedicated to providing top-notch results and have a strong commitment to excellence. I am able to focus on work without the need for supervision. You will become my sole priority. I will serve you with integrity and professionalism with utmost care. I am highly organized, proactive, and punctual so you do not have to worry about my ability to juggle and fit into work, family, and daily life.

I am eager to apply to your company for any virtual assistance role and am confident that I can positively impact its growth and success. I believe in clear communication, timely delivery, and a collaborative approach to work. Give me a chance, and I'll prove my worth to your company even more.

CONTACTS:

Mobile number: [0917812345678](tel:0917812345678)

Whatsapp: <https://wa.me/0917812345678>

Skype: <https://www.skype.com/user/0917812345678>

Email Address: arleneoro@gmail.com

Facebook: <https://www.facebook.com/arleneoro>

Onlinejobs.ph: <https://www.onlinejobs.ph/apply/arleneoro>

Linkedin: <https://www.linkedin.com/in/arleneoro>

Website: <https://www.arleneoro.com>

CURRICULUM VITAE

"Providing Top-Notch Trustworthy Virtual Assistance"

arleneoro | arleneoro@gmail.com | +639157554957 | Marifosque, Pilar, Sorsogon | 4714 | Philippines