



SKILLS

Social Media Management

- Excellent in handling various social media accounts such as Facebook, Instagram, Tiktok, Youtube, and LinkedIn
- Produces high-engaging online content for social media sites
- Outstanding in scheduling posts on different platforms
- Excellent communications skills

Editing

- Expert in Canva
- Skilled in creating shorts videos and clips in Inshot and Capcut
- Proficient in editing photos

Research and Data Entry

- Knowledgeable in using MS Office
- Proficient in using Google Suite
- Excellent in research and administrative tasks
- Very proficient in typing and transcription
- Skilled in creating presentations using Canva
- Have outstanding attention to detail

Email Management

- Excellent in proofreading emails for grammar and spelling
- Outstanding in organizing emails and regularly monitoring to have a zero inbox
- Ensure prompt and accurate communication via email

Warehouse Management

- Have outstanding attention to detail
- Proficient in computer systems in MS Office and Google Steets
- Excellent communication skills
- Self-motivated and ability to independently solve problems
- Managed company logistics including inventory

CERTIFICATES

- **Program Coder** Oct. 2013
Philippine College of Technology
- **Data Researcher** Nov. 2014
Accomptrove Outsourcing Services
- **Basic Wordpress Course** Jan. 2023
Virtual World Ph.
- **General Virtual Assistant** Jan. 2023
Virtual World Ph.
- **Social Media Management** Jan. 2023
Virtual World Ph.
- **Virtual Executive Assistant** Jan. 2023
Virtual World Ph.
- **Amazon Virtual Assistant** Feb. 2023
WIP VA Academy

EDUCATION

Currently taking Bachelor of Science in Information Technology

SUMMARY

A highly driven individual seeking a full-time position in virtual assistant where knowledge and skills be utilized, contributing in organization's overall efficiency and increased productivity. Well organized self-starter with excellent problem-solving skills and ability to master new technology. Strong within a team environment as well as without supervision.

AREAS OF EXPERTISE

- Social Media Management
- Editing
- Data Entry
- Research
- Canva Creations
- Microsoft Office
- Email Management
- Warehouse Management

