





# ADAM ISAIAH TITUS G. BUNANI

## VIRTUAL ASSISTANT

I have been an experienced virtual assistant for five years in administrative roles, specializing in sales and marketing support. I possess strong creative and analytical abilities and excel as a team player.

 +639959440039

 petkingdomintl@gmail.com

 Caibiran, Biliran, Philippines

## SKILLS

- Administrative
- Digital Marketing
- Bookkeeping
- Research and Analysis
- Attention to detail
- Computer Literacy
- Project Management Tools
- Strong Communication

## EDUCATION

### BACHELOR IN BUSINESS ADMIN MAJOR IN FINANCE & ENTREPRENEURIAL MARKETING

Naval State University  
2012 - 2016

## EXPERIENCE

### EXECUTIVE ASSISTANT

Private Individual

2019 - Present

- Coordinate and schedule meetings, appointments, and conference calls for the executive. Ensure there are no scheduling conflicts.
- Conduct research on various topics, compile information, and prepare reports or summaries for decision-making.
- Maintain strict confidentiality with sensitive information, such as business strategies, financial data, or personnel matters.

### SALES & MARKETING VA

various Clients

2017 - 2023

- Research and identify potential leads or prospects through online databases, social media, or industry-specific platforms.
- Respond to customer inquiries, resolve issues, and ensure a positive customer experience by providing information and assistance.

### MARKETING ASSISTANT

Various Clients

2019 - 2023

- Schedule and post content on social media platforms.
- Creating graphics, images, or infographics.
- Creating and sending email campaigns.