



ADONIS TORENO

MAGNA CUM LAUDE | BS IN BUSINESS ADMINISTRATION | WITH VA EXPERIENCE

I am a **vision-oriented** and **mission-driven** virtual assistant who aligns my goals with the goals of the organization and the people I am working with. My first encounter with virtual assistance was during my internship at **Johnny Tsunami**, an exterior cleaning services company in the USA, before I graduated **Magna Cum Laude** with a degree in **Business Administration**.

Since then, up until now, after leaving my previous employment as a **Marketing and Product Development Supervisor** at BusinessWorld, the Philippines' premier business newspaper, it's been my forte to help my clients with **utmost satisfaction**, especially when I handled **BWorldX**, BusinessWorld's subscription-based e-commerce site, where I experienced a multi-client environment.

I've been using tools primarily from **Google Workspace, Microsoft 365, Customer Relationship, Communication, Project, Password, Conference, and Calendar Management tools**, and I'm not going to stop on my quest to learn more tools to improve my services. I am always willing to listen, analyze, ask, and learn things that do matter. I always push myself to acquire new knowledge and expertise or upskill to be more effective and efficient in obtaining my goals and carrying out my tasks.

EXPERIENCE

OCTOBER 2022 – OCTOBER 2023

MARKETING & PRODUCT DEV'T SUPERVISOR

BusinessWorld Publishing Corporation

- Acted as a project manager and CSR of **BWorldX**, BusinessWorld's subscription-based e-commerce site and one-stop shop.
- Worked with suppliers and partners for projects; managed projects, sales, emails, calls, events, and centralized data; scheduled meetings with the different company stakeholders to ensure relevance and success.
- Initiated marketing alliances and recommended approvals for sponsorship and partnership proposals to maximize the presence of BusinessWorld in relevant markets.

FEBRUARY 2022 – APRIL 2022

VIRTUAL ASSISTANT - INTERN

Johnny Tsunami (United Sates)

- Created a marketing plan for the company
- Promoted the company services online

JULY 2021 – OCTOBER 2021

MARKETING DATA ANALYST - FREELANCE

LS Prammani Realty & Dev't Corp

- Conducted a market research and analyzed the real estate market of EB Magalona, Negros Occidental
- Created marketing strategies for the company

CONTACT

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- 📍 Quezon City, 1116 Metro Manila

EDUCATION

TERTIARY EDUCATION (2018 - 2022)

University of Negros Occidental - Recoletos (UNO-R)

- **MAGNA CUM LAUDE** – BSBA Major in Marketing Management
- **OUTSTANDING MARKETING STUDENT OF THE PHILIPPINES - VISAYAS** – Agora Youth Awards 2021-2022
- **TOP BUSINESS EDUCATION STUDENT OF THE PHILIPPINES (UNO-R)** – Philippine Association of Collegiate Schools of Business
- **DEAN'S LIST- GOLD, FIRST SEMESTER (2018-2019)**
- **DEAN'S LIST- GOLD, SECOND SEMESTER (2018-2019)**
- **DEAN'S LIST- PLATINUM, FIRST SEMESTER(2019-2020)**
- **DEAN'S LIST- GOLD, SECOND SEMESTER (2019-2020)**
- **DEAN'S LIST- PLATINUM, FIRST SEMESTER(2020-2021)**
- **DEAN'S LIST- SILVER, SECOND SEMESTER (2020-2021)**
- **DEAN'S LIST- GOLD, FIRST SEMESTER (2021-2022)**
- **CONSISTENT ACADEMIC SCHOLAR (2018-2022)**
- **CONSISTENT CITY SCHOLAR (2018-2022)**

SENIOR HIGH SCHOOL (2017 - 2018)

Quezon National High School (QNHS)

- **With High Honors** (Class Valedictorian)

JUNIOR HIGH SCHOOL (2015 - 2016)

Quezon National High School (QNHS)

- **With High Honors** (Class Valedictorian)

PRIMARY EDUCATION (2011 - 2012)

Quezon Elementary School (QES)

- **7th Honorable Mention**

TOOLSET

GOOGLE WORKSPACE

- Gmail
- Jamboard
- App Script
- Google Meet
- Google Chat
- Google Docs
- Google Sites
- Google Keep
- Google Drive
- Google Sheets
- Google Slides
- Google Forms
- Google Calendar

MICROSOFT 365

- Word
- Excel
- Outlook
- OneNote
- OneDrive
- PowerPoint
- Microsoft Teams

PROJECT & CALENDAR MANAGEMENT

- TRELLO
- ASANA
- DROPBOX
- DOODLE

CUSTOMER RELATIONSHIP MANAGEMENT

- HubSpot
- Insightly
- Salesforce

COMMUNICATION

- Viber
- Slack
- Front
- Discord
- Telegram
- WhatsApp

PASSWORD MANAGEMENT

- LastPass
- 1Password

CONFERENCE AND MEETING

- Zoom
- Skype
- Teams

SKILLS & SERVICES

- Corporate Email Management
- Executive Calendar Management
- Provide utmost customer service as first point of contact
- Marketing and Product Development
- Project Management
- Data Management & Reporting
- Schedule Meetings/Meeting Support
- Strategic Partnership and Alliances
- Travel, Budget & Expense Management
- Social Media Management
- Format information (both internal and external): memos, emails, presentations, and etc.
- Video Editing
- Contact List Management
- Professional communication skills
- Empathic listening and persuasive speaking skills
- Skilled at evaluating options and generating solutions
- Ability to work independently or as part of a team
- Effective leadership skills and ability to inspire members
- Supervisory and management skills
- Tech-savvy (Google Workspace, Microsoft Office, CRM Tools, Communication Tools,, Project, Calendar, and Password Management Tools, and Conference/Meeting Tools

SEMINARS/TRAININGS

- Building your Business: Turning our Ideas into Successful Venture
- Communication Bootcamp by Toastmasters Internationals, District 75, Division D
- Communicate through Actions/ Power Dressing
- Persuade with Power
- Personal Finance- Investing 101
- Practical ways to start and practice your business online
- The Heart of Marketing
- Sales: Tackling the Vital Few
- Upskill & Accelerate; The RMP & RBP 2022 Campus Roadshow
- JBI of JPMA (Then and Now of Selling: Establishing a Successful Career in Sales)
- JBI of JPMA (Generation X, Y, Z: Bridging the Relevant Gap in the Current Digital Climate)

CHARACTER REFERENCE

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Joanne N. Saquian, MMBM

Program Head, UNO-R CBA
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