



# Alexis Steven Castro

## VIRTUAL ASSISTANT

## CONTACT

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@alxstvcstr

## EDUCATION

**Bachelor of Science in Business Administration Management with the Specialization in Service Management in track of Business Process Outsourcing**

Centro Escolar University  
2015 - 2019

## SKILLS

- B2 Proficiency level in Spanish
- Photo editing
- Video editing
- Google sheets
- Content creation
- Amazon product researching
- Social Media Management
- Any necessary technical skills

## PROFILE

Seeking a position in a challenging environment where my creativity, skills, knowledge, passion, and incomparable attention to detail will be employed in giving clients outstanding service for the company's success.

## EXPERIENCE

### Social Media Manager

**Klever Digital Agency | 2021 - 2023**

- Manage social media accounts and create social media for daily postings
- Provide analytics and monthly performance
- Answer message inquiries

### Product researcher/VA

**BlankProducts LTD | 2020 - 2021**

- Search for profitable products online to sell on Amazon
- Analyze products listed by other researchers and check if it fits the criteria.

### Collection Associate

**Emerson Electric Asia | 2020**

- Make outbound calls to customers to settle their balance.
- Contacting debtors, spend a significant amount of time contacting debtors to discuss payment options and negotiate payment plans.

## PERSONAL INFO

DOB: February 23, 1999

POB: Laguna, Philippines

Male

5'6 | 70kg

Filipino

Single

## LANGUAGES

- Tagalog
- English
- Spanish

## TOOLS USED

- SAP
- Oracle
- JP Morgan
- Google suites
- MS Teams
- Jobber
- Outlook
- Photoshop
- Adobe Premiere
- Filmora
- Canva
- Trello
- Social Pilot

## CHARACTER REFERENCE

Jorizz Manuel Tan

HR Supervisor

09993537694

Gage Fassam

Amazon seller and owner of

BlankProducts LTD

blankfassam@gmail.com

- Investigating delinquent accounts, negotiating payment plans, and escalating collection efforts.
- Resolving customer disputes.
- Providing customer service.

### Accounts Payable

#### Manchego Corp/Robinsons | 2019

- Receives invoices from vendors that contain details of the goods or services provided, the amount due, and payment terms.
- Verifying, recording, and coding invoices.
- Preparing payments to the vendor in accordance with the payment terms, such as by issuing checks or initiating electronic transfers.
- Vendor Management.

### Photographer/Sales Associate

#### Amazing Pictures, Universal Studios Hollywood 2018

- Capture memorable moments of park-goers enjoying the various rides and attractions.
- Editing the photos to ensure that they are of the highest quality possible.
- Selling the pictures to the park-goers by setting up a booth where people can view and purchase their photos, or uploading the photos to a website where customers can purchase them online.

## ACCOMPLISHMENTS/ CERTIFICATES

- Leadership award 2017
- Wadhvani's Student Entrepreneurship seminar 2017
- QuickPro FBA certificate 2020
- Filipino Virtual Assistant Social Media Management Course certificate 2021
- Hola Amigos A1 - B2 Proficiency level + BPO (Spanish Grammar)