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# ANNE MARIE B. MODESTO

## VIRTUAL ASSISTANT

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As a resourceful and experienced Virtual Assistant, I specialize in supporting sole traders with a comprehensive suite of digital skills designed to streamline and elevate their business operations. My expertise encompasses social media management, email marketing and website upkeep, all customized to meet the diverse needs of entrepreneurs. Collaborating closely, I focus on delivering targeted strategies and personalized support. This approach drives business growth and frees owners to concentrate on their core services, confident in the knowledge that their digital presence is being expertly managed.

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## Skills

- Social Media Management and Engagement
  - Advanced Knowledge in Digital Marketing Tools
  - Email Marketing and Automation
  - Data Analysis and Reporting
  - Graphic Design and Creative Asset Creation
  - Customer Relationship Management
  - Online Research and Market Analysis
  - Administrative and Executive Support
  - Video and Audio Editing
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## Education

BACHELOR OF PHYSICAL EDUCATION  
Davao City College | 2025-2026

BACHELOR OF BUSINESS ADMINISTRATION MAJOR IN MARKETING  
MANAGEMENT  
St. John Paul II College Of Davao | 2023-2025

SENIOR HIGH SCHOOL DIPLOMA  
Ampon National High school | 2021-2023

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HIGHER SCHOOL CERTIFICATE  
Baguio National School of Arts & Trades | 2016-2021

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VIRTUAL ASSISTANT  
Six Eleven Global | 2025 - Present

## Work

I have been working as a virtual assistant at Sixeleven Global Davao where I specialize in streamlining daily administrative operations and managing digital workflows. In this role, I serve as a primary point of contact, handling task scheduling, data management, and client communications with high efficiency and accuracy. Working within this tech-driven environment has sharpened my problem-solving abilities and enhanced my capacity to handle diverse tasks under minimal supervision. has allowed me to consistently deliver reliable operational support while adapting quickly to evolving business needs. tasks do you handle most often email management, customer support, data entry LinkedIn profile, cover letter highly formal, energetic, or conversational.

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## References

HARPER RUSSO | 123-456-7890  
Entrepreneur, Harper Russo Courses

NEIL TRAN | 123-456-7890  
Marketing Director, Really Great Company

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## Contact

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