

Charlene Mae Belleza



VIRTUAL ASSISTANT

 Cagayan de Oro, Philippines

PROFILE

I specialize at giving General Virtual Assistance, Data Entry and Web Research. Now searching for a Full-time/Part-time Position as a Virtual Assistant.

My Previous clients were in the Insurance Technology Sector, Interior Design and Travel Business. I also have a handful experience on Ecommerce Data Entry.

SKILLS I CONSIDER ESSENTIAL ON BEING A VIRTUAL ASSISTANT:

- Having Fast and Open communication
- Persistency
- Great eye for detail
- Meticulousness
- Able to understand instructions easily
- Able to work independently
- Efficiency
- Delivery of quality output on time

I HAVE EXPERIENCE IN USING AND MANAGING:

- Trello
- Slack
- LinkedIn Sales Navigator
- Axus Travel App
- Phantombuster
- Apollo
- Lemlist
- Otter.ai
- Mailchimp
- Crisp
- Mailerlite
- Similarweb
- Canva
- Wordpress

PROFICIENT IN:

- Google Sheets, Docs and Slides
- Microsoft Word, PowerPoint, Outlook, Excel
- Web and Social Media Applications

CONTACT

 choochabelleza@gmail.com

WORK EXPERIENCE

Upwork Freelancer: 2020 to today

Ancileo:

Virtual Assistant under Marketing (Data Clean-up, Formatting, Extraction of Lead and Research)

Classic Travel Advisors:

Virtual Assistant for Travel Arrangements and Bookings thru AXUS Travel App

Via Travel Service:

Virtual Assistant for Travel Arrangements and Bookings thru AXUS Travel App

Grand Canvas:

Virtual Assistant for Product Entry (E-commerce), Adding descriptions, uploading Images.

Other Skills I have developed outside freelancing below:

Customer Service and Accuracy from working for an Airline for 3 years.

Licensed Financial Advisor - underwent Training and Passed Examination for Traditional and Variable Life Insurance License for 1 year and 6 months

Branch Management Assistant in Real Estate for 1 year and 6 months

REFERENCES

Available upon request