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PROFESSIONAL SKILLS

MARKETING

- Social Media Management (including video editing with Canva, Capcut, Instagram, and Facebook)
- Content Writing & Copywriting
- Lead Generation & Management
- Sales & Marketing

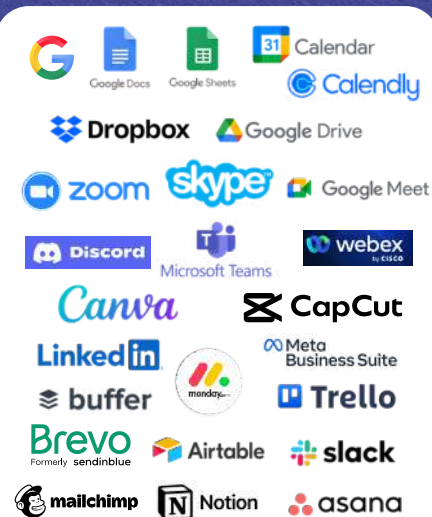
ADMINISTRATIVE

- Admin Support
- Data Entry
- Email & Chat Support
- Research & Profiling

CLIENT INTERACTION

- Customer Relationship Management (CRM)
- Client Communication
- Customer Service (with graphic design support via Canva)

SOFTWARE EXPERIENCE



Charles Go

EXECUTIVE VIRTUAL ASSISTANT

Accomplished Sales and Marketing Professional with 6 years of experience in insurance and real estate transitioning into a Virtual Assistant and Business Support Specialist.

Proven track record in client acquisition, social media marketing, and administrative operations, with 5+ years of experience managing social media and handling administrative tasks for real estate and insurance businesses.

Adept at streamlining workflows, enhancing brand visibility, and driving revenue growth.

Now seeking to leverage my sales expertise, marketing skills, and operational efficiency to support high-level executives and entrepreneurs in optimizing their business operations.

WORK EXPERIENCE

GENERAL VIRTUAL ASSISTANT

BHAROSA PH | January 2025 - March 2025

- Provided administrative support, including file organization, calendar, and email management.
- Managed social media accounts, creating and scheduling engaging content.
- Assisted in lead generation and customer inquiries to improve engagement and conversion rates.

REAL ESTATE SALES AGENT

DVO Realty Inc. | November 2022 - January 2025

- Created and managed marketing content for social media platforms to drive property inquiries.
- Provided consultation and guided clients through real estate transactions.
- Responded to client inquiries, improving customer engagement and retention.

LIFE INSURANCE AGENT

PRULIFE UK | June 2018 - At Present

- Advised clients on financial planning and life insurance policies.
- Conducted customer support services, ensuring client satisfaction and policy management.

SOCIAL MEDIA MANAGER

GOing Realty | January 2023 - January 2025

- Developed and implemented social media strategies to increase engagement.
- Created marketing content and managed ad campaigns to drive sales.
- Provided customer support through social media channels.

EDUCATION

DMMA COLLEGE OF SOUTHERN PHILIPPINES

Bachelor of Science in Marine Transportation