



Christopher Arsenal

Senior General Virtual Assistant

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RELEVANT SKILLS

- Senior General Virtual Assistant
- Social Media Management & Marketing
- Quality Customer Service
- Lead Generation
- Graphic and Video Edit

EDUCATION



Bachelor of Arts in Literature
Mindanao State University in
Iligan Institute of Technology

- Cum Laude
- Best Thesis
- Chancellor's Award for Academic Excellence

WORK EXPERIENCED



Graphic Designer
Fitness Gym

- January 2017 - June 2017
- Creating Video for Advertisements, Graphics
- for social media posts

WORK EXPERIENCED

Inbound Call Center Agent
McNeil Call Center Solutions

- June 2017 - December 2017
- Follow up customer calls where necessary.
- Document all call information according to standard operating procedures.
- Enter new customer information into the system.
- Process orders, forms, and applications.
- Provide customers with product and service information Complete call logs.
- Research required information using available resources.

WORK EXPERIENCED

School Admin Staff

Iligan International Institute of Technology

- June 2018 - October 2018
- Proficient in the use of curriculum-based Especially adept at identifying the needs of each customer
- Developed assignments and prepared tests designed to gauge proficiency. measurement assessment systems.

WORK EXPERIENCED

Administrative Virtual Assistant

Hamed Consultants

- February 2019 (Part time)
- Data Entry, getting quotes from various energy suppliers.
- Email Management.
- Create letter of authorities for customers and then submitting it to suppliers.
- Communicating to different brokers and suppliers through email and extracting what was said by the broker/supplier via email.
- Handling Contract Objections & Failures.
- Processing Contracts between customers and suppliers via DocuSign.
- Communication via Slack. Researching business and creating leads into Zoho

WORK EXPERIENCED

Administrative Virtual Assistant

The Hosting Journey Podcast

- March 2021
- Managing Facebook Groups Data Entry, and internet researching. Creating graphics using Canva for social media posts. Gathering information for possible podcast guest. Managing tasks using Trello Managing spreadsheets for the guests. Uploading podcast episode using Libysn Transcribing podcast episodes. Creating tasks document and checklist Proofreading transcribe episodes Helping to Launch

WORK EXPERIENCED

Senior Virtual Assistant

OkayRelax

- January 2019 - May 2021
- Manage social media accounts for brands and blogs as well as email management.
- Set up meetings between the client and his customers and make travel arrangements.
- Handle correspondence and transcribe documents. Assist in arranging group travel for conferences, conventions and expos travel.
- Entered information from handwritten forms into a spreadsheet Data Input orders information into spreadsheets and creates invoices including research various companies for contact information.
- Proficient computer skills including uploading completed copy to the website, invoice and collected accounts receivable.
- (utilizing MS Office (Full), Google Docs, Google Document, Google Spreadsheet,) WordPress post editing, formatting, and posting.
- Work independently meeting quick turn-around times and deadlines. Creating, distributing and promoting, e-marketing services to a target market over the Internet or through digital tools.
- Handle different kinds of administrative tasks. Social media:
- Creating/Posting content to Instagram and Facebook platforms Google Suite: Drive, Docs, Sheets, Forms, Mail, Calendar, Slides

WORK EXPERIENCED

Marketing and Email Manager

LLG TRUCKING CONSULTANTS

- June 2021 - February 2022

My job is to create and implement a marketing strategy that generates leads, nurtures prospects, and drives sales. I also manage the company's email marketing campaigns, which are a critical part of the overall marketing strategy.

WORK EXPERIENCED

Social Media Management

You Are Athlete

- February 2022 - July 2023
- Social media management experience for more than a year has allowed me to develop a deep understanding of social media platforms, content creation, audience engagement, and crisis management. I have helped the company grow its social media presence and drive sales, and I feel proud of my contributions.

WORK EXPERIENCED

Radio Broadcaster

103.1 Wild FM

- Hosted daily morning show, engaging listeners with music, interviews, and entertainment segments.
- Conducted live interviews with local musicians, artists, and community members, fostering connections with the local audience.
- Curated and played music playlists based on station's format and listener preferences.
- Created and produced original content, including humorous skits and on-air contests, enhancing listener engagement and interaction.
- Delivered weather updates, news headlines, and traffic reports during live broadcasts.
- Collaborated with producers, sound engineers, and fellow broadcasters to ensure smooth on-air transitions and high-quality sound production.
- Utilized social media platforms to promote upcoming shows, interact with listeners, and share behind-the-scenes glimpses.
- Participated in regular staff meetings to discuss programming ideas, show improvements, and station promotions.
- Assisted in organizing and hosting community events, increasing station visibility and engagement.
- Maintained an organized archive of show recordings, interviews, and promotional materials.