

Christina Israel Daulat

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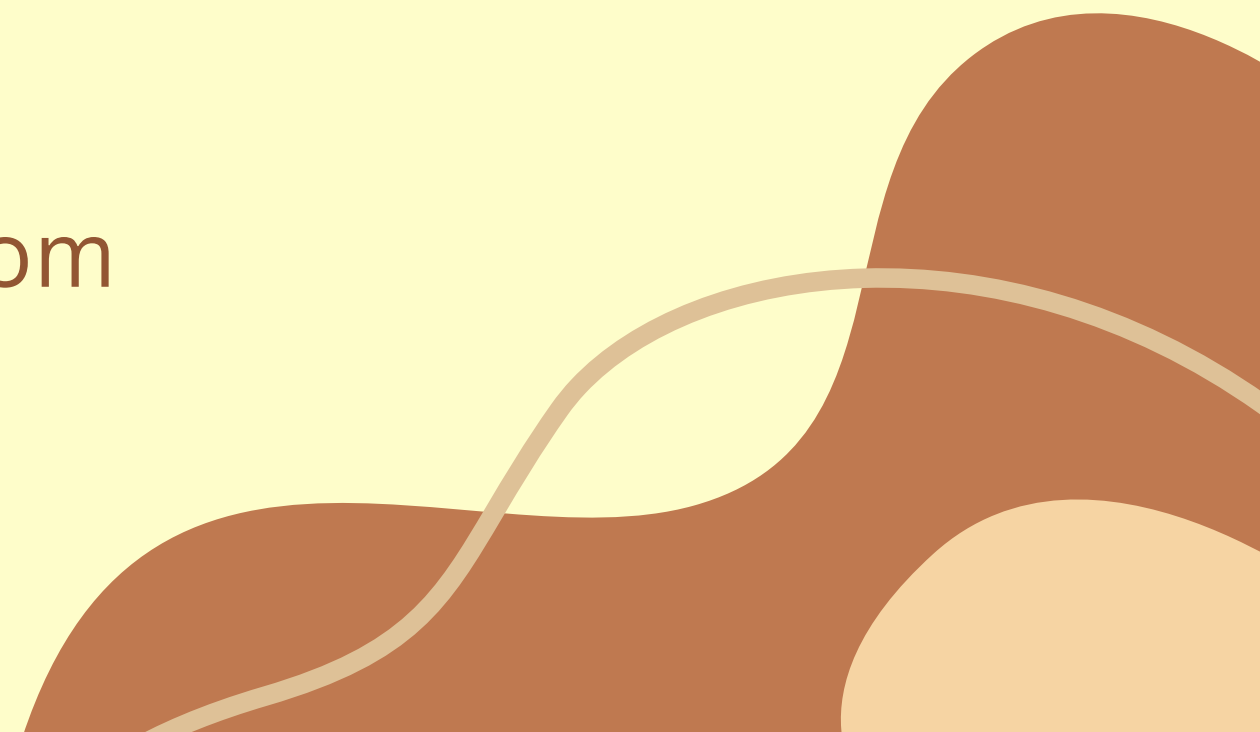


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Hello There!

My name is Christina Daulat, and I'm a virtual assistant and Social Media Management, CSR, TSR, Email and Chat Representative, Recruitment/HR Specialist, Property Specialist, and Marketing Assistant. I have finished my Bachelor's degree in Communication, Additionally I'm a film maker and photographer.

Let's Get Started!

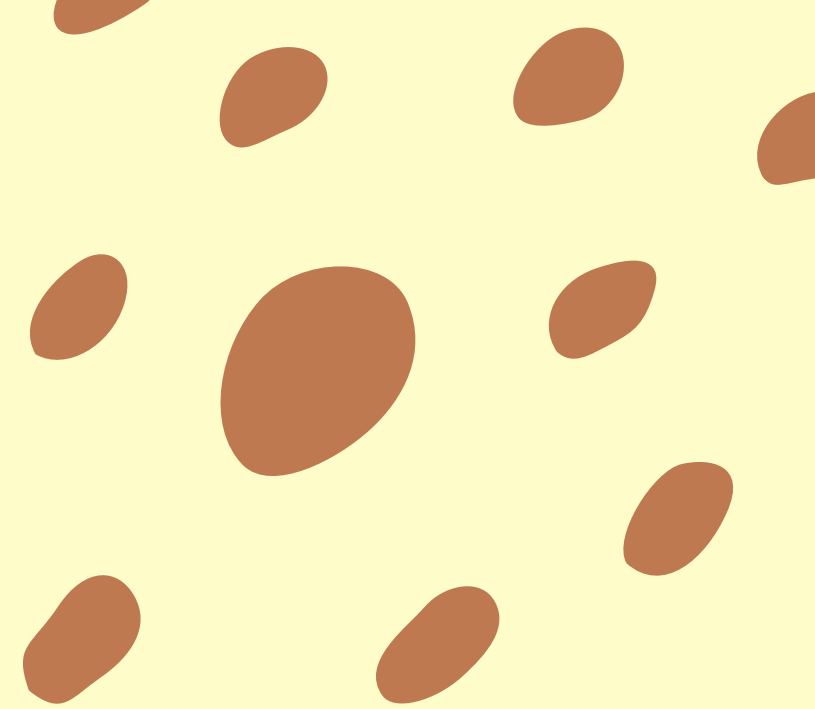


I'm passionate about providing administrative support to busy entrepreneurs and professionals.

With my expertise in managing email correspondence, scheduling appointments, and conducting research, I'm confident that I can help you streamline your workload and achieve your business goals. I'm committed to delivering high-quality work and exceeding my client's expectations while maintaining open and clear communication throughout the project.

In addition to my administrative skills, I'm proficient in using a range of software tools which allows me to work efficiently and effectively. I'm constantly updating my skills and knowledge to stay up-to-date with the latest trends and technology in the virtual assistant industry.

As your virtual assistant, I take pride in providing personalized support tailored to your specific needs and requirements. Whether you need help with managing your calendar, creating reports, or handling customer service inquiries, I'm here to help.



Vision

To be a trusted and reliable virtual assistant who provides top-notch administrative support to busy entrepreneurs and professionals, helping them achieve their business goals and thrive in their industries.

Mission

My mission is to provide personalized and high-quality administrative support services that are tailored to the specific needs of each client. We strive to enhance the productivity and efficiency of our clients' businesses by taking care of their administrative tasks, allowing them to focus on their core competencies.



Education

2009

Tonsuya Elementary School

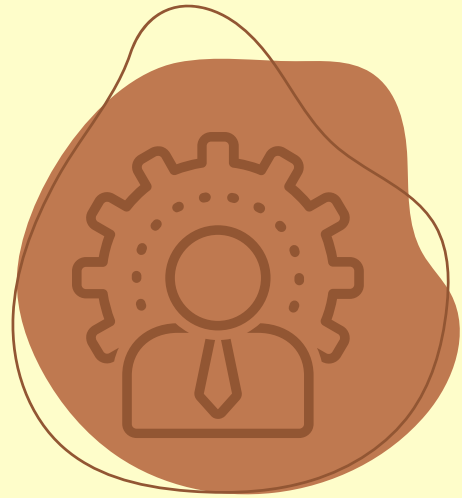
2013

High School Graduate in
Malabon National High School
with Honor / Awarded as part
of Music Club

2018

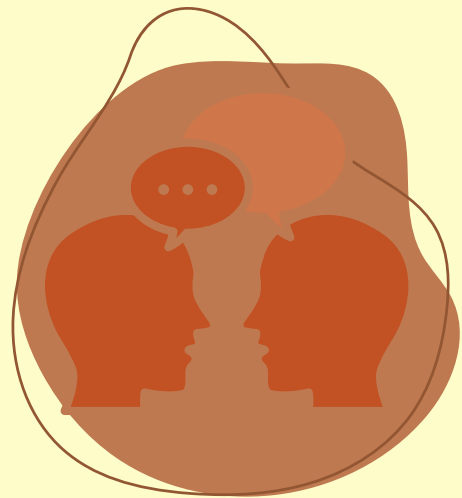
Bachelor of Arts in
Communication in STI
COLLEGE OF CALOOCAN
GWA 1.25
with Honor and Secretary of
Photography Organization.

Skills



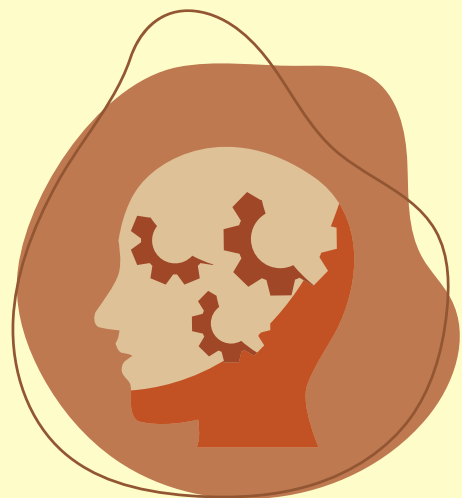
Administrative skills

I have strong organizational and time-management skills to manage calendars, appointments, emails, and other administrative tasks efficiently.



Communication skills

I have excellent communication skills, both written and verbal, to interact with clients and customers effectively.



Technical skills

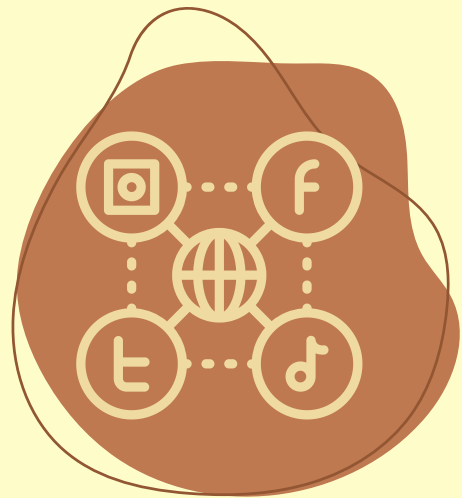
have proficiency in using various software and tools such as Microsoft Office Suite, Google Suite, project management software, and communication tools like Skype, Zoom, and Slack.

Skills



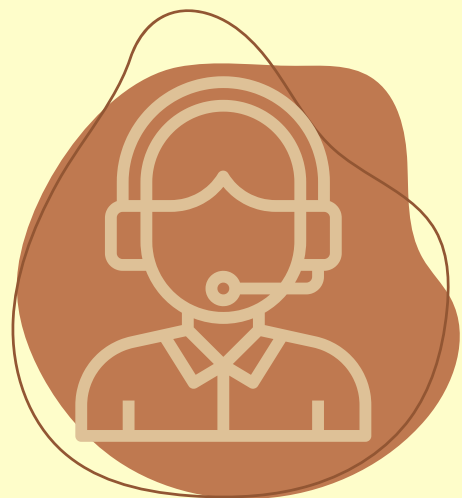
Research skills

Able to conduct research on a variety of topics, ranging from market trends to industry regulations and competition.



Social media management

I have the ability to manage and grow social media accounts, create engaging content, and schedule posts.



Customer service

Able to provide exceptional customer service to clients and customers, respond to inquiries, and resolve issues efficiently.

Skills



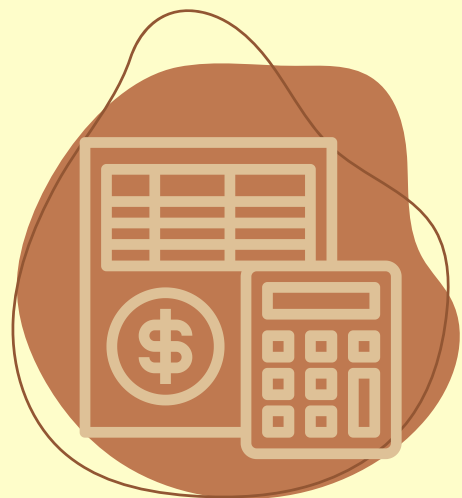
Content creation

Able to create content such as blog posts, newsletters, and other marketing materials.



E-commerce management

Able to manage e-commerce platforms like Shopify, WooCommerce, and Amazon.



Bookkeeping

I have basic bookkeeping skills to manage invoices, expenses, and financial records.

Skills



Time-tracking

Be able to track the time spent on different tasks and provide detailed reports to clients.

Experiences

VA/RESEARCHER AND COMPANY REPRESENTATIVE

- Attending Meetings and doing minutes of meetings.
- Business Research
- Company product comparison chart
- Graphic Design
- Managing Asana tool
- Product Listing
- Analysis for business



Experiences

VA & SOCIAL MEDIA MANAGEMENT

- Using social media marketing tools to create and maintain
- the company's brand
- Working with marketing professionals to develop social
- media marketing campaigns
- Interacting with customers and other stakeholders via the
- company's social media accounts
- Virtual Assistant Role
- Managing Social Media accounts
- Doing SEO Daily Report



Experiences

INBOUND SUPPORT - UPWORK

- Manage large amounts of inbound and outbound calls in a
- timely manner
- Troubleshooting, Google sheet, Google Calendar, Zendesk,
- HubSpot,
- Identify customers' needs, clarify information, research
- every issue, and provide solutions and/or alternatives



Experiences

CUSTOMER SERVICE REPRESENTATIVE, TECHNICAL REPRESENTATIVE, EMAIL AND CHAT SUPPORT

- Maintaining a positive, empathetic, and professional attitude toward customers always.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with colleagues as necessary.



Experiences

RECRUITMENT SPECIALIST/HR/ PROJECT COMMUNICATION

- Creating a recruitment strategy
- Screening resumes
- Pre-screening interviews
- Coordinating interviews
- Finding the best candidates
- Attend job fairs and hiring events
- Managing our communications projects throughout their entire lifecycle
- Aiding our department in creating and integrating specific communications plans
- Assessing the risks involved in the implementation of certain strategies
- Determining the number of resources that should be allocated to each project
- Setting project milestones and KPIs, and determining long-term operational goals

Experiences

PROPERTY SPECIALIST AND MARKETING ASSISTANT

- The assistant property manager will report to the property manager and perform
- administrative and organizational duties such as liaising with residents, collecting rent, and doing basic bookkeeping.
- organizing property viewings and overseeing facility maintenance. You will also be responsible for evaluating applicants and negotiating contracts.





Recent Projects

JoysPay Incorporate in UAE

★★★★★

It's so easy to transfer money or collect for general purchases

There are a number of interesting account features in JoysPay, but as soon as my friends and acquaintances joined, I empirically understood what the essence of the app is. It's so easy to transfer money or collect for general purchases. I can see which of my friends in the phone book uses Joys, and send them money in one click. At the same time, Joys maintains fairly low prices.

Karan Swati
Sales Manager

★★★★★

You always see your expenses and card balance.

Joys is ideal if you want to cut down on fees associated with basic banking services, and especially well suited for international travel. All card transactions through the app are visible on your phone. Transaction notifications come instantly. You always see your expenses and card balance.

Jane Shtefan
Blogger

★★★★★

Helps me to eliminate the risk of stealing the data of my main card

Sometimes there are questionable stores online, in Joys I usually create a virtual card that helps me to eliminate the risk of stealing the data of my main card. And in general, the app is very convenient.

Olivia Springer
Engineering Student

★★★★★

Joys Pay allows me to make purchases around the world in multiple currencies

For me it is important that the app is used by both individuals and legal entities. Joys Pay allows me to make purchases around the world in multiple currencies fast and receive automatically converted currencies at exchange rates close to the base. This means more than a course in the Forex market means no extra charges or conversion fees.

Sam Lewis
Lawyer



Newsletter/Flyer

WHY YOU SHOULD BUY YOUR
DIAMOND ENGAGEMENT RING
FROM DIAMOND REGISTRY?



Ask anyone who owns a diamond engagement ring how they found it, and you'll hear the same story: they searched for hours, viewed dozens of websites, and then finally found the perfect one on Diamond Registry.

[CLICK HERE FOR A FREE QUOTE](#)

Social Media Management

Elsie Melendez

★★★★★ 1 week ago

Thanks to Aysel I was able to find the perfect diamond to always remember my wedding day. The service provided by her... [More](#)

(owner)

7 days ago

Thank you so much for your kind words and for leaving outstanding 5 Stars feedback! We are so glad that you had a great experience with us from start to finish.

We love working with clients like you, who are willing to take the time to educate themselves about diamonds. We always love hearing about how our clients have learned about the ins and outs of diamond quality and pricing because it shows us how much they care about what they're getting.

Aysel is overjoyed to hear glad that you feel like she provided high-value service and product—it's so important to her that every client feels like they got value for their money and that they've been treated well. At Diamond Registry, we treat our customers just like a family.

We appreciate your feedback and hope that you will consider us for any future jewelry needs. Thank you for choosing us and allowing us to be a part of your special moment.

Warm regards,

Google Reviews & Google
Analytics Report

7664 Clubhouse Estates

- + Goal:
- + To renovate the Dr. Phillips home with the least amount of resources to provide a higher quality of life for my family and for the appeal for future tenants, by January 1st, 2023.

Drive to House Folder:

<https://drive.google.com/drive/folders/1PbzXxxZUzdTslTM1Xkq-rsg9xobD66Lp?usp=sharing>

Needed:

Projects

All Current Wishlist Complete

Renovation Projects

A grid of seven project cards, each with a representative image and a label: Decoration (living room), Organization (stationery), Landscape (garden), Exterior (modern house), Guest Bathroom (orange wall), Master Bathroom (shower), Kitchen (modern kitchen), and Closet (wardrobe).

Rental and Podcast Management

Power with G Production

Power With G is a podcast about helping women level up in business and in life. We will dive deep into different business experiences (the good and the bad), shed light on important causes, share current business trends, and more.

Board view Calendar Table Table View: In Progress Table View: Published Vide... +

Filter Sort Q ... New

Idea 1

Sample: Save for College
Mar 22
Tips & Tricks
+ New

Going Ahead 0
+ New

Research & Outline 0
+ New

Writing in Progress 0
+ New

Ready to Film A-Roll 1

How to Avoid Foreclosure
Mar 31
Short Tutorial
+ New

Ready to Film B-Roll 0
+ New

Filmed 0
+ New

let's work together



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City



Ynaaaaaa (@inaaisrael) • Instagram photos
and videos



THANK YOU

Christina Daulat

