

# Corine Suarez



## VIRTUAL ASSISTANT

### PROFILE

I am a talented, ambitious and hardworking individual, with broad skills and experience in various fields. Constantly evolving and growing.

### EDUCATION

**Balanga, Bataan (2020-2023)**  
**Eastwoods Professional College of Science and Technology**  
Bachelor of Science in Information Technology

**Mariveles, Bataan (2018-2020)**  
**Softnet Information Technology**  
Information and Communication Technology

### SKILLS

- Trello
- Microsoft Office
- Slack
- Manifestly
- Zoho
- Virtual Assistance
- Computer Literate

### CERTIFICATIONS

- Microsoft Office Specialist
- Social Media Management Training Course
- General Virtual Assistant Training Course

### CONTACT

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### WORK EXPERIENCE

**Onlinejobs.ph (July 2022 - June 2023)**  
**Social Media Manager**

- Managed 3 Pinterest accounts
- Content writing
- Posting content
- Strategist

**Upwork Inc. (July 2022 - May 2023)**  
**General Virtual Assistant**

- Onboard contractors
- Content writing
- Bookkeeping
- Project Management

**Upwork Inc. (May 2021 - April 2022)**  
**Social Media Manager**

- Managing Pinterest and Facebook account
- Graphic design
- Content writer

**(June 2020- June 2021)**  
**Customer Service Representative**

- Cold calling
- Locate and notify customers with delinquent accounts by mail or telephone
- Appointment setter
- Prepare balance sheets and invoices