



PROFILE

Innovative, creative and professional. Specialized in Virtual Assistance and Social Media Management. I am a cheerful, ambitious and a resilient person. I love my job and achieving milestones working with a team.

CONTACT ME

 09659429773

 metrillodain07@gmail.com

 Bulua, Misamis
Oriental, Philippines

DANIELLE METRILLO

Virtual Assistant

➤ EDUCATION

XAVIER UNIVERSITY - ATENEO DE CAGAYAN

Bachelor of Science in Psychology

73 CORRALES AVE, CAGAYAN DE ORO CITY

2019-2022

➤ WORK EXPERIENCE

Xavier University- Ateneo de Cagayan

Finance Office Assistant

2019-2021

Sky Rocket

Virtual Assistant: AirBnb

March 2020- February 2023

LGU- Brgy 11 Sanggunian Kabataan

Secretary

2019 up to Present

➤ SKILLS

Customer Service

Project Management

Social Media Management

Data Entry and Mining

Computer Literate