



ERDY GONZALES

VIRTUAL ASISTANT

Here are some tasks I can do:

- Creating Social Media Images (Quotes, Posters, Advertisements)
- Managing Email Campaigns
- Improve customer relationships (Through Customer support)
- Live chat with customers promoting products and services

About Me

A hard-working and self-motivated virtual assistant. I am also a social media manager seeking a full-time position in the field of social media and marketing communications, where I can apply my knowledge and skills for continuous improvement and I am passionate about doing a good job.

Expertise Skill

- Social Media Marketing
- Social Media Management
- Graphic Design
- Lead Generation
- Chat Support
- Multi Tasking
- Decision Making

Softwares

- Canva
- Trello
- Google Suite

APP SAVVY

 **Trello**
 **G Suite**



Contact Me

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SEMINAR ATTENDED

I invested and enrolled in a Virtual Assistant Masterclass and completed my training at Freelance Academy.

VIRTUAL ASSISTANT SOCIAL MEDIA MARKETING TRAINING

- Basic Of Virtual Assistant
- Social Media Algorithm
- Social Media Marketing
- How To Grow Your Social Media Followers
- Facebook Boosting
- Facebook Ads
- Graphic Design -Canva And Photo Editing
- Basic Video Editing
- Basic Search Engine Optimization
- Website Development (Word Press) Portfolio Making
- Lead Generation

VIRTUAL ASSISTANT MASTER CLASS TRAINING

- Social Media Marketing
- Interview Preparation Workshop
- Real Estate Virtual Assistant Training
- Administrative Virtual Assistant
- Social Media Marketing Management
- Appointment Setter/Called Calling
- Listing Management
- Transaction Coordinator
- Interview Preparation Work Shop