ESTHER SANTOS

Virtual Assistant

strsan2s@gmail.com https://esthersantos.my.canva.site/

ABOUT ME

As a proactive virtual assistant, I bring a dynamic approach to providing top-notch support to clients. With a keen eye for detail and a proactive mindset, I am committed to anticipating needs and exceeding expectations.

WORK EXPERIENCE

Virtual Assistant — June 2024 - Nov 2024

ANNE KIM | LA SOCIALS

- Researched potential clients, gathered their information, and organized detailed sheets for tracking and outreach.
- Created eye-catching graphics, edited videos, planned a content calendar, and scheduled newsletters for consistent engagement.
- Updated real estate listings and handled ad hoc tasks.

Virtual Assistant — Aug 2023 - Apr 2025

MEGAN KACHIGAN

- Uploaded and formatted blogs using WordPress Elementor.
- Scheduled and managed newsletters, coordinating content and delivery for timely distribution.
- Managed Facebook and LinkedIn accounts, including content posting, engagement, and monitoring.

Data Entry Specialist/ CRM Manager — Jan 2023 - Mar 2024

COMPASS

- Conducted targeted data mining to extract property owner contact information, ensuring accurate and current data.
- Generated comparative market analysis reports to aid client decision-making.
- Integrated contact information into the CRM for efficient client management.

General Virtual Assistant — Nov 2021 - Nov 2022

START YOUR BOUTIQUE

- Created graphics for the company's social media accounts.
- Utilized the company's standard operating procedures to manage emails from students.
- Scheduled Zoom meetings and scheduled social media posts.

Transcriptionist / QA Specialist — Oct 2020 - Oct 2021

BUNCH TECH CORP.

- Performed speed typing with 100% accuracy to meet the daily quota.
- Categorized and labeled content data accordingly.
- I meticulously review and edit transcriptions to guarantee the highest level of quality.

EDUCATION

Associate in Hotel & Restaurant Management
University of the Visayas
2017

SKILLS

- Administrative Support
- Research Assistance
- Social Media Management
- Customer Support
- Real Estate Assistance
- Writing and Editing
- Content Management
- Graphic Design Assistance

LANGUAGES

- ENGLISH
- FILIPINO (TAGALOG)
- FILIPINO (VISAYAN)