





FRANCIS DELADIA

VIRTUAL ASSISTANT | SMM

CONTACT

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 333 Jardin Bacon District,
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SKILLS

- Google Workspace
- Customer Service
- Microsoft Office
- Social Media Platforms
- Data Entry
- Internet Research
- Time Management
- Organizational Skill
- Interpersonal Skill
- Canva Designs
- Zoom Proficiency

ABOUT ME

I would characterize myself as an open and honest person, a virtual assistant eager to learn new skills and adapt to a new working style. I have a great work ethic and am very motivated to deliver efficient, effective, and high-quality administrative help while working remotely.

TRAININGS

- Virtual Assistant
- Social Media Management
- WordPress Advance
- Shopify
- Chatbot Automation
- Facebook Ads Advance
- YouTube Ads
- Tiktok Ads

EDUCATION

Bachelor of Science in Nursing
Bachelor of Science in Elementary Education