

HANNA A. CALMA

SHE/HER

ADMINISTRATIVE ASSISTANT

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With over two years of experience in the virtual assistance industry, I bring a strong background in managing diverse administrative tasks and delivering exceptional customer support. My journey began as a student leader, where I honed my skills in organization, initiative, and problem-solving. This early experience fostered my passion for helping others and instilled in me the values of honesty and dedication that continue to drive my work. As a virtual assistant, I am committed to providing outstanding support to clients and consistently striving for excellence in every aspect of my role.

AREA OF EXPERTISE

Social Media Support/Engager	Creating SOP	Basic Photo & Video Editing
Email Management	Customer Service Assistance	Administrative Tasks
Calendar Management	Event Coordination	Manual Lead Generation

SOFTWARE PROFICIENCY

Social Media Sites: Facebook, Instagram, X, Tiktok	Microsoft Office	StreamYard	<i>Basic Knowledge:</i>	
CapCut	Google Workspace	TalkADot	GoHighLevel	SALT
Slack	Asana	Printful	ClickUp	Notion
Discord	Kajabi	Canva	Nutshell	Ontraport
	Honeybook	Jotform	OnceHub	
			eBay	

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT to MISS JAI SMITH <i>Toadhenge Consulting LLC</i> <ul style="list-style-type: none">All-AroundSOP DrafterManual Lead ManagementEmail ManagementSocial Media EngagerTravel ManagementPhoto and Video Editor	2023-2025	VIRTUAL ASSISTANT TO THE SALES MANAGER <i>The High Ticket Sales Company</i> <ul style="list-style-type: none">Mainly assists the Sales ManagerAssists in creating administrative tasksAssists sales coaches with their technical concernsInspects Calls of the Sales CoachesMonitoring Sales PipelinesCertifier of Sales Registry	2022 - 2024
PART TIME LEAD GENERATION ASSISTANT <i>Jarom Smith</i> <ul style="list-style-type: none">Manual Lead GenerationAssisting to Administrative TasksConference Researcher	2024	FULFILLMENT ASSISTANT <i>Dylan Universe Comics</i> <ul style="list-style-type: none">eBay Customer SupportSOP DrafterAssists setters in reaching out to potential clientsAssistant Video Editor	2023
PART TIME VIRTUAL ASSISTANT to ERIK THURESON <i>Cupid Soldiers Films</i> <ul style="list-style-type: none">Writer for Wikipedia DraftsResearcher for Documentary Pre-Production	2024	CUSTOMER SERVICE ASSISTANT <i>GMA Water District</i> <ul style="list-style-type: none">Assisting the data administration for new water connection applicants	2019
OFFICE VIRTUAL ASSISTANT <i>NetGrowth LLC</i> <ul style="list-style-type: none">Support ServicesAdministrative Support	2023-2024		

ADDITIONAL INFORMATION

- Languages:** English; Tagalog
- Video Editing Portfolio**