



# HANNAH AL-NISSAH D. MADID

Rockstar Virtual Assistant| Tech-savvy and Go-getter

A Rock-Star Virtual Assistant! You are at the right profile. I am a self-motivated Virtual Assistant.. I am a self-starter individual who is always looking to learn and grow with my clients.  
I believe that hard work is the foundation of great execution.

## CONTACT

✉ almaidahj@gmail.com

☎ +639935518914

📍 Camella Homes Balulang  
Cagayan De Oro City

## SKILLS

- Copywriting
- Data entry
- Social Media Marketing
- Admin Assistant
- Email Management
- SEO
- Marketing Strategy
- Branding

## MY SERVICES

Social Media Management  
Data Entry  
Appointment Setter  
General Virtual Assistant

## WORK EXPERIENCE

### HANNS RTW RETAIL

2021 - 2023

Owner

- Managing my own store, including oversight of naming strategies, brand, trademark management, and customer service.
- Responsible for the growth stability and the daily operation of my business.
- Manage documentation of all brands/products, including naming design, and visual assets.
- Meet with the supplier and make buying trips to purchase inventory.

### C & L ONLINE SHOPPE

2018 - 2019

Social Media Manager

- As an SMM my duties are identifying new trends, uploading and posting new content.
- Responsible for answering inquiries for potential customer.
- Updating social media post and creating logos or campaigns.

### RADIAL GREENLAND ASSOCIATION

2017 - 2018

Office Staff

- Performs many task to ensure the office runs smoothly including answering calls and email, collecting and providing information, filing and imputing data and making records.
- Experience with computer technology, and excellent in organization abilities.

## EDUCATION

Lourdes College, Cagayan de Oro City

2011

Bachelor of Arts in English Language