



JOSHUA SUNIEGA

Virtual Assistant
Email Support
Website Administrator
General Virtual Assistant
Canva Graphic Designer
Social Media Management
Lead Generation Specialist
Growth Marketing Specialist
Customer Service Representative

Solid alliance triggers winning result
It's morphing time!

I provide exceptional administrative support to clients, effectively manage tasks, and maintain open communication channels. Ultimately, I aspire to build long-term professional relationships with clients and establish a reputation as a reliable and trustworthy virtual assistant.

Collaborating with clients from various industries in order to enhance my experience and establish long-term professional ties. I want to build a name as a reliable virtual assistant by offering excellent service.

Finally, contribute to my client's success by assisting them in achieving their goals and objectives, all while continuously increasing my abilities and knowledge as a virtual assistant.

CONTACTS

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 **Onlinejobs.ph:**
<https://www.onlinejobs.ph/jobseekers/info/1417325>

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WORK EXPERIENCE



July 2022- Present (Local, Part-Time) [Palm Grove Resort](#) Social Media Manager/ Canva Graphic Designer/ Email Manager

- Palm Grove Resort is a long-time player in the hotel industry in the chain of resorts at Asin, Tuba, and Benguet.
- I create and implement social media strategies to achieve the company's or client's goals.
- Creating compelling social media material that is consistent with the brand and message of the resort that gathered.
- Creating and curating compelling material that corresponds with the brand's tone and style, such as graphics, videos, and other forms of multimedia.
- Managing social media accounts, including posting schedules, responding to comments and direct messages, and monitoring analytics to assess performance and alter strategy as needed.
- Keeping up with the newest social media trends, algorithm changes, and best practices in order to inform strategy and tactics.
- Building influencer relationships and maintaining influencer partnerships to increase the brand's reach and engagement.
- To maintain the brand's reputation, respond to crisis circumstances and unfavorable criticism in a timely and professional manner.
- Responding to customer inquiries and feedback in a timely and professional manner to ensure a positive customer experience.

December 2022- March 2023 (Local, Part-Time) [SMLX Realty](#) Social Media Manager/ Canva Graphic Designer/ Website Contributor



- SMLX is an association of professional real estate brokers providing the best real estate service.
- As a start-up company, I focused on building their brand image.
- My tasks are mainly to help create compelling social media material that is consistent with the brand and message of the firm.
- Created and curated compelling material that corresponds with the brand's tone and style, such as graphics, videos, blogs, and other forms of multimedia.
- Managed posting schedules, responded to comments and direct messages.
- I checked and suggested improvements for their newly made website.

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WORK EXPERIENCE



May 2021- present (Local, Part-time) Spectrum Outsourcing Growth Marketing Specialist/Lead Generation Specialist

- Spectrum is the Impact Sourcing Arm of Virtualahan providing opportunities to fellow PwD. They provide intensive training and employment support
- Assists startup companies in their community growth development
- Posting engagement content
- Boosting the company's reach rate
- Increasing client's visibility on Social Media platforms such as Twitter, Telegram, Medium and etc.
- Inspecting informative tips for making an infographic post
- I develop and implement lead-generation strategies using multiple channels such as email marketing, social media, online advertising, content marketing, and others.
- I would create and keep an up-to-date and accurate database of leads, including contact information, lead source, and other pertinent details.
- Generating 200 Leads using LinkedIn Sales, Navigator, Google Spreadsheet, and Email Verifier

2016 - 2018 (Local, Part-time) Matias Seafood Stall Customer Service Representative

- Receiving and inspecting arriving goods. I'd be in charge of examining all incoming items to verify they're of the correct quantity and quality. This includes inspecting the goods for any faults, expiration dates, or problems.
- I maintain track of all inventory records, including the number and placement of all commodities in the business. This would entail keeping track of stock levels using inventory management software, spreadsheets, or other methods.
- Conducted regular stock audits. I conduct regular stock audits to uncover any differences between actual and recorded stock levels.
- I made certain that the store is always clean and organized. This involves making certain that all merchandise is correctly stocked and that the store is free of clutter and debris.
- Assisted 50 clients with the placement of orders on normal days
- Established a good customer relationship with repeat orders as a proof
- Recorded daily sales data in a notebook twice a week
- Logged expenses and sales in a logbook every day

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EDUCATION

Associate Degree 2016-2018

TRAINING

FIL-AM VA

Amazon Online Arbitrage focused training agency



Virtualahan

A social enterprise equipping PWDs with marketable digital skills



During my training and professional experiences, I have acquired a diverse range of skills that have enabled me to excel in various roles and industries. I have honed my critical thinking and problem-solving abilities, which have been instrumental in identifying issues and implementing effective solutions. Additionally, I possess a level of knowledge in various software programs and tools, including [insert specific software or tools], which have allowed me to streamline processes and increase productivity. Overall, my diverse skill set, coupled with my eagerness to learn and grow, makes me a valuable asset to any team or organization. Below are my skills learned during the training.

- General Virtual Assistant
- Lead Generation
- Graphic Design
- Video Editing
- Social Media Management
- Web Development
- E-commerce (Product Sourcing)
- Amazon Virtual Assistant
- Product Research and Listing Optimization
- Web Development and Design
- Basic Graphic Designing (Canva)
- Microsoft Office (Word, Excel, Powerpoint)
- Google Suite (Docs, Sheets, Slides)
- Data Entry/Research
- Customer Service
- Administrative Skills

INTERNSHIP

- **Social Media Manager** **2022**
- **Amazon Product Sourcing** **2021**
- **Junior Website Administrator** **2021**

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TOOLS



REFERENCES

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**Primie
Cegnar**
CEO

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18 APRIL 2023

To whom it may concern,

I am writing to recommend Josh Suniega for any position or opportunity that he may be seeking. I have had the pleasure of working with Josh in our startup company, and I can confidently say that he is a great team player and a valuable asset to any team.

During our time working together, Josh has demonstrated his creativity and inquisitiveness, which have brought success to the design phase of our Project. He is a quick learner and takes initiative to help the team. His positive attitude and willingness to go the extra mile have been an inspiration to his colleagues.

Josh is a reliable and efficient team member who consistently delivers quality work. He is a great communicator and is always willing to lend a helping hand when needed. His dedication to his work and his team is commendable.

I highly recommend Josh for any opportunity that he may be pursuing. He is a talented and hardworking individual who would be an asset to any team.

Sincerely,


Primie Cegnar

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