



JUSTINE MYANN DETERA



Contact

22 years old



Nov. 07, 2002



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Celina Royale Subdivision
Bayanan Bacoor, Cavite



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Skills

- Lead Generation
- Microsoft Office
- Email Handling
- Social Media Marketing
- Basic Photos/Videos editing (Canva)
- Customer Service
- Management Skills



Education

Upper Secondary Education (K-12)

2021-2022

Pasay City South High School

Secondary Education

2016-2020

PIMSAT Colleges Inc.



About Me

I am hardworking and detail-oriented person. I have excellent communication skills, enabling me to communicate with a wide range variety of people. I am very committed to learning and self-growth so I can consistently achieve better result.



Work Experience

SETTERS PH CLIENT

Virtual Assistant - Data Entry

January 2025 - June 2025

- Efficiently entering and organizing data from files into CRM tools with accuracy and attention to detail, ensuring seamless record-keeping and accessibility for business operations.

SETTERS PH CLIENT

Virtual Assistant - Outbound Call

September 2024 - January 2025

- Calling potential leads and interested leads for prospecting.

DIRECT CLIENT - BUSINESS COACH

LinkedIn Virtual Assistant

May 2024 - August 2024

- Lead Outreach;
- Handles appointment scheduling and cold DM, responding to linkedIn messages;
- Manage multiple LinkedIn accounts for lead generation.
- Graphic and video editing

DIRECT CLIENT - CAREER COACH

LinkedIn Virtual Assistant

January 2023 - April 2024

- Lead Outreach;
- Handles appointment scheduling and cold DM, responding to linkedIn messages;
- Manage multiple LinkedIn accounts for lead generation.

BUZZ VIRAL MARKETING

IG Account Manager

March 2023

- Manage and facilitate IG accounts by doing engagement activities and interactions;
- Publish and share engaging content daily;
- Provide immediate response to queries.



UPWORK CLIENT

Customer Support

2021-2022

- Maintains customer relationship by providing quality services



References



Ricky Martin Palomeras, MAN,RN

- Nurse Supervisor, Medical Center Imus
- 09060913258



Charmille Ann Palacio

- General Manager, DPWH Cooperative
Bonifacio Drive Port Area , Manila
- 09561566584



Jan Mikaela Jamon

- Virtual Assistant
- 09569358283