

# JUSTINE MYANN **DETERA**



22 years old



Nov. 07, 2002



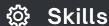
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Celina Royale Subdivision Bayanan Bacoor, Cavite



myanndetera14@gmail.com



- 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;
- · Privide 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