



Melchor Garcia

*Executive Assistant /
Project Manager*

About Me

I was born and raised in the Philippines, and now I'm proud to be raising my own family here.

Being a father of 4, I've learned how to do things with love and compassion. That's why I love working with business owners, helping them with the same love and compassion.

Expertise Skill

- Administrative role
- Project Management
- Copywriting
- Graphic Design
- Social Media Management

Contact Me

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Experience

- 2011-2012
Customer Service Specialist
Inbound and outbound calls to US clients
- 2012-2020
Team Leader/ Head Teacher
Online and offline classroom setting
- 2015-2020
Project Manager
Check and supervise a team of writers and content creators
- 2017-2023
Executive Assistant
Help and collaborate with CEOs with their daily tasks

Tools

- Microsoft Excel
- Microsoft Word
- Powerpoint
- Google Drive
- One Drive
- Dropbox
- Zoom
- Slack
- WhatsApp
- Email Campaign
- Mailchimp
- Canva
- Photoshop
- AI Tools
- LinkedIn
- Facebook
- Instagram
- Google My Business