



# Nicole Dem Diez

📞 09662732258

✉️ itsnicoledemi@gmail.com

📍 Taguig City

## COMPUTER SKILLS

- Microsoft Office Suite  
(Word, Excel, PowerPoint)
- CRM software
- Microsoft Outlook
- Gmail
- Capcut
- Canva
- Kajabi
- Notion

## EDUCATION

### UNIVERSITY OF SAN JOSE - RECOLETOS

- Bachelor of Science in  
Information Technology (BS IT)

### COLEGIO DE LA INMACULADA CONCEPCION

- 2011 - 2015

## SUMMARY

Versatile professional with experience in administrative support, digital marketing, and compliance. Skilled in managing emails, preparing and organizing documents, and coordinating with teams to ensure smooth operations. Proficient in content creation, data tracking, and executing marketing campaigns. Strong attention to detail with a focus on accuracy, communication, and meeting deadlines.

## WORK EXPERIENCE

### Virtual Assistant Freelance (US Client)

- Excelled in email management, efficiently organizing, prioritizing, and responding to messages for effective communication.
- Skilled in creating, scheduling, and analyzing engaging content to grow and manage brand presence across various social media platforms.
- Experienced in planning and executing data-driven campaigns to increase online visibility, drive traffic, and achieve business goals.
- Executed targeted email marketing campaigns and gathered data from various sources for informed decision-making.



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## WORK EXPERIENCE

### Operations Support- Virtual Assistant (Aus Client) Sept 2023 - July 2024 | The Virtual Hub

- Assisted in the preparation, review, and coordination of business documents, ensuring accuracy and timely completion.
- Supported the manager with administrative tasks, including organizing files, tracking updates, and managing internal workflows.
- Communicated with external and internal parties, including legal teams, to follow up on document reviews, approvals, and signatures.
- Maintained and updated records and spreadsheets to support investment-related processes and reporting needs.
- Helped ensure that all documentation and processes aligned with internal governance standards and deadlines.

### Compliance Specialist - Healthcare Account Mar 2022- Aug 2023 | iPloy Staffing Solutions

- Monitor and Verify Compliance: Ensure patient data and medical information adhere to insurance policies and healthcare regulations.
- Review Clinical Documentation: Evaluate clinical records to maintain accuracy and alignment with applicable healthcare laws and standards.
- Provide Patient Support: Assist patients in understanding and complying with insurance requirements to facilitate smooth healthcare processes.