



# PAUL VILLANUEVA

*"Giving small and medium online business owners an extra hand to do the things they hate, so they can focus on what they love"*

Hey there, and the first thing you should know about me is..

I am not a marketer and I am not an expert in sales either. I did not finish my degree in college and I don't have a degree in marketing.

In fact, the only thing I consider myself an 'expert' about is being an exceptional Virtual Assistant.

## YOUR EXCEPTIONAL VIRTUAL ASSISTANT

### SPECIALIZATION

**SOCIAL MEDIA MANAGEMENT  
EMAIL MANAGEMENT  
CUSTOMER SUPPORT**

### SKILLS AND ABILITIES

**VIRTUAL APP SAVY  
GRAPHIC DESIGN  
MARKET RESEARCH**

### CONTACT INFO

#### SCHEDULE A MEETING:

<https://calendly.com/paul-villanueva0322/30min>

**MOBILE NUMBER: +639916781619**

**EMAIL: paul.villanueva0322@gmail.com**

### HERE ARE SOME OF THE TASKS I'M CAPABLE OF DOING..

- Managing WordPress Websites (Uploading blog posts, creating images).
- Creating social media Images (Posters, memes).
- Build engagement and Trust via Social media platforms.
- Managing Email campaigns (Mailchimp)
- Manage YouTube accounts (edit videos, create thumbnails, Insert captions, write descriptions).
- Improve customer relations (Customer support, refunds, etc.)
- Gather data for Efficient Business Strategy and Decision Making.

### WORK HISTORY

Panasiatic Call Centers, Customer Service Representative  
May 2021 - November 2021

Concentrix CVG Philippines, Customer Service Representative  
December 2021 - August 2023

Stealth Agents, Virtual Assistant  
August 2023 - February 2024

# APP SAVY



ConvertKit



WORDPRESS



tailwind



MailChimp

