



PRINCESS ALMIRA MERCADO

SOCIAL MEDIA MANAGER | VIRTUAL ASSISTANT

Versatile professional with expertise as a Virtual Assistant and Social Media Manager. Proven ability in organizational support, efficient task management, and adept at developing and implementing effective social media strategies. Demonstrated success in enhancing brand visibility, community engagement, and achieving business goal. Passionate about fostering digital connections.

CONTACT

✉ p.almercado815@gmail.com

☎ (+63) 917 429 7770

📍 Cavite, Philippines

🎂 Aug 15, 1996

SKILLS & EXPERTISE

- Independent
- Resourceful
- Integrity
- Communication Skills
- Administrative Skills
- Email Management
- Social Media Management
- Database Management
- Lead Generation

REFERENCES

MICHAEL BREISCH

Former, Real Estate Client
michaelselstheupstate@gmail.com

SARA WELTON

Former, Real Estate Client
325-216-4150
kimmelrealestategroup@gmail.com

RELEVANT EXPERIENCE

SOCIAL MEDIA MANAGER | VIRTUAL ASSISTANT

SPHERE ROCKET VA

02/ 2022 - 10/ 2023

- Create cover art for Blog posts
- Create posts for instagram
- Research Keywords and Hashtags for blogs
- Replying to LinkedIn posts
- Daily Post a Land listing to FB marketplace
- Follow-up to leads & collaborators via calls, emails and text
- Basic Video Editing for FB & IG REELS
- Graphic Design for branding poster

LISTING COORDINATOR | SMM | LEAD GEN

Brivity VA | PLACE, Keller Williams, Real Estate

04/ 2022 - 02/ 2023

- Customer Relationship Management (CRM)
- Follow-up to leads & collaborators via calls, emails and text.
- Edit and post new listings to social media and clients website
- Other administrative task when needed

CUSTOMER SERVICE REPRESENTATIVE

ALORICA, INC | BPO

2017 - 2021

- Inbound & Outbound Calling
- Setting the target for the sales department
- Customer Relations (b2b)

EDUCATION

Southern Luzon State University

2011 - 2016

Bachelor of Science in Business Administration

- Bachelor's Degree (GPA: 2.80/4.0)
- Thespian Society Member