

I am a highly motivated and adaptable professional with experience in email marketing, social media management, data analysis, relationship-building, and administrative support—a proven ability to manage multiple tasks effectively. Eager to leverage these skills in a challenging role, I am open to any position where I can contribute to the success of a dynamic team and apply my quick learning ability to new challenges.

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## VA EXPERIENCE

### SOCIAL MEDIA MANAGEMENT

New Strategic Vision LLC | United States

Utilized AI tools to create engaging blog articles for LinkedIn, and uploaded content to social media platforms, while supporting executives, including scheduling meetings and managing correspondence.

### SALES DEVELOPMENT REPRESENTATIVE

M.A.D. LLC | United States

Source leads for brand partnerships and sponsorships through email outreach and LinkedIn.

### DATA ANALYST (REAL ESTATE)

Honor Quest | United States

Identified deterioration, damage, and unsightly features on each property using Redfin, Google Earth, and Google Maps. Perform data entry to update their data

### JOB APPLICATION SPECIALIST

Cross Colors Language Institute | United States

Discreetly applied client's resume to software developer positions on various job sites. I recruited on behalf of my client.

### APPOINTMENT SETTER

Cross Colors Language Institute | United States

Conducted lead generation, cold emails, and cold calling for an English Institute in Houston, targeting local companies to promote English courses.

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## INTERNSHIPS

### GOVERNMENT INTERN

Social Security System | Bulacan, PH

JUNE 2023 – AUGUST 2023

Assisted with administrative tasks, and data entry, supported customers by addressing complaints and resolving issues with their benefits.

### CABIN CREW PREPARATORY

Mefats Aviation Academy | Bulacan, PH

FEBRUARY 2023 – MARCH 2023

Developed skills in communication, customer service, and teamwork.

### FRONT OFFICE/RECEPTIONIST

BarCIE | Bulacan, PH | 2018

Welcomed and directed visitors, responding to queries and requests.

### SHS INTERN

Provincial History, Arts, Culture, and Tourism Office

Bulacan, PH | 2018

Participating in community events

## EDUCATION

### BACHELOR OF SCIENCE IN TOURISM MANAGEMENT

La Consolacion University Philippines

AUGUST 2019 – AUGUST 2023

### TVL – TOURISM PROMOTION SERVICES

La Consolacion University Philippines

JUNE 2017 – MARCH 2019

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## SKILLS

- Email Marketing/Management
  - Proficiency in Social media platforms
  - Tech Savvy
  - Administrative Support
  - Exceptional communication
  - Basic graphic designs
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