

WESLEY DUANE V. MACALINCAG

VIRTUAL ASSISTANT

WORK EXPERIENCE

Admin Assistant/Social Media Marketing

Super Assistant | September 2022 - May 2023

- Researching
- Creating social media templates for posting
- Creating short videos for social media
- Updating Database

Admin Assistant

Bansal Team | August 2021 - September 2022

- Email Support
- Lead Generation
- File & Records Management
- Personal Assistance

Admin Assistant

Assigned Transactions | September 2019 - August 2021

- Review purchase agreement for Completeness
- Ensure Compliance for all necessary steps from initial to closing
- Organize Files
- Keep online Records

EDUCATIONAL HISTORY

Adamson University | 2008 - 2013

Bachelor of Science in Computer Science
Graduate

Lycee D' Regis Marie | 2003 - 2007

Secondary Education

Lycee D' Regis Marie | 1997- 2003


Primary Education




PERSONAL PROFILE

I'm from the Philippines, I'm 33 years old. I've been a virtual assistant for 3 years.

CONTACT ME AT

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Manuyo Dos Las Pinas City

SKILLS SUMMARY

- Computer literacy: MS Office(Outlook, Excel, Word, Powerpoint
- Great Communication Abilities
- Canva
- CRM
- Multitasking skills
- Self Management
- Reliability and Resourcefulness
- Time Management Skills