




# Mary Jeseth Domen


## VIRTUAL ASSISTANT

### Contact me at:

 Philippines

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 0906 935 5573

A Virtual Assistant with more than 5 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with great skills in both team based and independent capacities.

### WORK EXPERIENCE

#### Freelance Virtual Assistant

Real Estate | 2016 - 2022

- Maintained positive work ethic and commitment to providing excellent service.
- Improve operations efficiency and customer satisfaction.
- Managing heavy load administrative tasks with accuracy.
- Prepared detailed reports
- Managed client's social media
- Providing services as a results-driven virtual assistant to clients by providing contract services to assist in running their business more effectively.
- Providing excellent services in all areas by developing and maintaining vital relationships needed to be an effective assistant while providing accurate results.

### EDUCATION HISTORY

#### Bachelor of Science in Management Accounting

(St Paul University Dumaguete City)

2011 - 2015