






MICHELLE RENDON

VIRTUAL ASSISTANT/SOCIAL MEDIA
MANAGER/GRAPHIC DESIGNER

CONTACT

 Skype: live:.cid.395727ce71087e30

 michellerendon315@gmail.com

 Whatsapp: +63 9456610435

TRAININGS ATTENDED

Social Media Management 101

- Social Media Management Introduction
- Social Media Task
- Social Media Tools
- Social Media Platforms
- Social Media Creativity
- Social Media Roles
- Creating Social Media Reports

How to become a Virtual Assistant

- Virtual Assistant Tools
- Email Management

EDUCATIONAL HISTORY

Batangas State University
Bachelor of Science in Industrial
Engineering
2014 - 2019

PROFESSIONAL PROFILE

I am a hardworking and motivated social media manager and virtual assistant. I help entrepreneurs and business owners to build a strong online presence and grow their business by designing and implementing effective social media strategy that aligns with their business goals. I also help companies/businesses to do administrative tasks to increase productivity and grow their business and I also create beautiful graphic designs that you need in your business using canva.

SKILLS

- Social media management
- Graphic Design
- Social media growth strategies
- Email marketing
- WordPress
- Basic photo and video editing
- Data entry
- Conduct research and Report making
- Google suite (Docs, Sheet, Slides)
- Email management and Calendar management
- Microsoft Office (Word, Excel, Powerpoint)
- Project management tools (Trello, Notion and Asana)
- Detail-oriented, organize and efficient
- Trustworthy and Reliable
- Dedicated and Hard-working individual
- Ability to work well with others and always ready to work with a team
- Continuous desire to learn new skills

EXPERIENCE

Marketing Executive

- Managing different social media platforms
- Creating graphic designs like social media graphics, infographics, mock ups and lead magnets
- Creation of blog post pages and landing pages using elementor on wordpress
- Preparing emails for email marketing
- Doing other admin tasks