



# KRISTINE SERAFINA

Virtual Assistant

I have assisted many businesses to flourish with the use of social media platforms such as LinkedIn and Facebook.

## CONTACT

✉ kristinegraceserafina@gmail.com

☎ +63 909 057 2004

📍 Leyte, Philippines 6509

## SKILLS

- Social Media Marketer
- Lead Generation
- Experience in retail and manufacturing sales
- Canva, Photoshop editing
- Data Analyst, Data Entry

## REFERENCE

**Althea Marie Milano**

Account Manager  
althea\_milano@yahoo.com  
Mint Ave Inc.

## RELEVANT EXPERIENCE

### Remote Freelancer

Aug 2020 - present

- Data Analyst (SQL, PowerBI, Excel Interface)
- E-commerce NewsLetter designing
- Had been a Facebook Acquisition Manager
- Posted 3 contents for a certain time of the day thru the HootSuite, Buffer tools for Facebook, Instagram
- Made Content Creation & Graphics twice a week
- Do the tasks (5 in a week) given using Trello
- Did some lead generation tasks (20-30 leads) using LinkedIn Sales Navigator
- Worked with a client in Upwork doing some data entry tasks(200 entries) in a day with the use of the SmartSheet tool

## EDUCATION BACKGROUND

### BS in Chemistry

Visayas State University | June 2007 - Apr 2011