



# KARLA MARIE B. SAILE

## VIRTUAL ASSISTANT | EXECUTIVE ASSISTANT

### PROFILE

To utilize and enhance the skills I have obtained from my previous company and share them that I will be affiliating with. To obtain a position that will enable me to use my strong organizational skills, and ability to work well with people and to grow in my chosen profession the best possible.

### CONTACT

PHONE:

+63 969 369 4186

LINKEDIN:

<https://www.linkedin.com/in/karla-marie-saile-94253a161>

EMAIL:

[mariebinan@gmail.com](mailto:mariebinan@gmail.com)

Personal details:

Birthday: April 9, 1993

Religion: Born Again Christian

Hobbies:

- Loved to play instruments like, Piano, Flute, Guitar and Ukelele.
- Volleyball
- Reading books
- Singing and Dancing

## EDUCATION

**Tertiary:** University of San Carlos | P. del Rosario St., Cebu City, Cebu, Philippines (2012-2014)

**Bachelor of Science in Business Administration Major in Finance**

University of San Carlos – Talamban | Gov. M. Cuenco Ave, Cebu City, 6000 Cebu (2014-2016)

**Associate of Computer Technology and Multimedia**

**Secondary:** University of Cebu Main | Gov. M. Cuenco Ave, Cebu City, 6000 Cebu City (2009-2010)

**Primary:** Cebu Central Minglanilla School | Poblacion Ward I, Minglanilla, Cebu (2003-2005)

## WORK EXPERIENCE

*Be Wealthy – Executive Administrative Assistant*

MAY 2022 – JANUARY 2023

- Created Ads for Social Media posts
- Determine leads if they are eligible for Smart Credit
- Export Files/Documents (Ninja Automations)
- Import Files/Documents to the system (Client Dispute Manager)
- Fill out Smart Credit info
- Double check all systems are up to date
- Manage social media posting
- Email Marketing
- Perform graphic designing
- Basic video editing

*Lullaby Skincare Pty Ltd. – Sales Coordinator & Secretary*

MAY 2022 – JUNE 2022

- Manage orders (Shopify)
- Update Pricing
- Perform Lead Generation (Sales Navigator)
- Organize files
- Send invoice (Xero)

*Amazing Hearing – Executive Assistant*

MARCH 2022 – JUNE 2022

- Perform graphic designing
- Revised company logos
- Created Ads for Social Media posts
- Calendar Management
- Travel Management
- Perform lead generation
- Collect receipts and put them in the system (Xero)
- Remind the client of his schedule and appointments
- Taking notes of minutes of the meeting

*OFFIX-USA LLC – Customer Support Specialist*

JANUARY 2022 – FEBRUARY 2022 (1 Month Contract)

- Respond to email (Gmail & Google Voice)
- Update Pricing

- Warm calling
- Follow-up leads
- Organize files

#### *WeVow – Lead Generation Expert*

DECEMBER 2021 – FEBRUARY 2022 (1 Month Contract)

- Perform research
- Gather information on a brewing branch (LinkedIn)
- Lead Generation (Seamless, LinkedIn, Hunter.io)

#### *OFFIX-USA LLC – Marketing Assistant Manager*

NOVEMBER 2021 – DECEMBER 2021 (1 Month Contract)

- Perform research
- Manage websites using WordPress
- Create Ads
- Create Email Campaigns Template
- Lead Generation (Seamless, LinkedIn)
- Email Marketing using HubSpot
- Update Pricing

#### *Process Ninjas – Virtual Assistant*

AUGUST 2021 – SEPTEMBER 2021 (1 Month Contract)

- Perform research
- Lead Generation (Seamless, LinkedIn)
- Gather Influencers using Instagram
- Email Marketing using Hubspot

#### *Root Source – Virtual Assistant*

MAY 2021 – NOVEMBER 2021 (6 Months Contract)

- Perform research
- Proofread, format books, and publish
- Excellent in graphic designs for Marketing Ads and manuals
- Updating website using Wordpress

#### *Supporting Enterprises – Virtual Assistant | Executive Assistant to the Managing Director (FUTURE SYSTEMS AUST. PTY LTD)*

JULY 2020 – MAY 2021

- Perform research (LinkedIn and BCI and etc.)
- Book accommodation
- Excellent in graphic designs for Marketing Ads
- Collect and organizes invoice (Xero & Salesforce)
- Email Marketing (Mailchimp and Hubspot)
- Perform basic web designs (Wordpress)
- Wordpress Admin

#### *Diamond Media Press Co. – Production Supervisor*

MAY 2019 – MAY 2020

- Handle a team (Marketing Dept., Graphic Designs & Editors)
- Copy Editing
- Perform graphic designs for a book cover
- Provide book updates (email or call) to the author
- Publish a book using KDP
- Provide presentation for each department's progress
- Perform lead generation (WhitePages, Hunter.io, LinkedIn, Instagram and etc.)

#### *TasksEveryday, Cebu City – Business Support Virtual Assistant*

MARCH 2017 – MAY 2019

- Excellent at research and data gathering
- Exceptionally well organized, efficient, and disciplined
- Strong coordination skills to work with management, cross-functional teams, and vendors/clients in the execution of daily tasks
- Excellent at multi-tasking and time management
- Excellent written/verbal communication skills
- Wide knowledge in using different CRM apps
- Versatile in many computers operating systems and programs

- Offer outstanding administrative and project management skills
- Used various Email Marketing Tools (i.e. Practice fusion and Salesforce)
- Did lots for document editing using Excel, MS Word, & PowerPoint
- Photoshop editing

*Teleperformance Inc. Cebu - Customer Support Representative*

MARCH 2016 – MARCH 2017

- Assist customers with their flight reservations, hotel, and other packages
- Provide customers inquiries regarding flight rates
- Inform customers if they are eligible for discounts
- Update customer's account and book reservations
- Check to ensure that appropriate changes were made to resolve customers' problems

*Goldilocks SM Cebu – Cashier / Store Crew*

MARCH – OCTOBER 2012

- Assist customers with their orders
- Organize cakes and stuff
- Setting up tools to be used
- Slicing cakes, Pinoy delicacies and more

## REFERENCE

Name : Shamaine Nabua  
 Position : HR & Finance Administrator  
 Company : Supporting Enterprises Inc.  
 Contact # : 09958639573  
 Email Address : shamaine.nabua@supportingenterprises.com.au

Name : Steve Kennedy  
 Position : Managing Director | Owner | CEO  
 Company : Future Systems (Aust.) Ltd Pty  
 Contact # : +61 4034 01479  
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Name : Joan Paulette Banzo  
 Position : CEO | Manager  
 Company : Diamond Media Press Co.  
 Contact # : 09173166266  
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Name : Annalyn Grace A. Biñan  
 Position : COO  
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