

JUNE ANGELICA BAWAR

Content Creator and Freelancer

Personal Profile

I am a virtual assistant specializing in content creation, social media management, email marketing and customer service. I have both extensive working experience online and offline.

Academic Background

ILOILO DOCTORS' COLLEGE

Bachelor's Degree in Nursing | 2005 - 2009

NLE Board Passer - December 2009



Core Competencies

- Social Media Management
- Content creation
- Social media post creation
- Writing vlogs or podcast research
- Email Management/Filtering
- Basic Admin Tasks
- Email Capmpaigns and Automations via ActiveCampaign
- Setting Up Responsive Surveys via Surveyslam
- Email Marketing
- Transcription (podcast/audio)
- Task Management for team members
- Answering support tickets via email handling
- Writing employee manual or SOP's

Online Career Summary

SENIOR VIRTUAL ASSISTANT

Salon Business Secrets | Dec 2017 - Present

- General VA tasks likes research, file management, database building and etc.
- Email Marketing
- Podcast transcription
- Social Media Management
- Content creation

REAL ESTATE EMAIL AGENT (PART TIME)

Garcia Real Estate Team| Feb 2018 - Sep 2019

- Sends a list of properties to prospective buyers via email everyday.
- Basic social media tasks like creating posts for LinkedIn, FB and IG

CUSTOMER SUCCESS TEAM AGENT

Amazing.com| Aug 2017 - Nov 2017

- Answers inquiries about products/services via chat or email and also acts as a Facebook and Instagram moderator.

PART TIME VIRTUAL ASSISTANT

Ken King | Oct 2016 - Feb 2017

- Calendar Management
- General email management
- General Database entry
- General organization
- Doing basic internet research as needed
- Setting Travel Plans

Work References

• Ken King

Office Solutions IT

Email: ken.king@osit.com

• Michael Garcia

Garcia Real Estate Team

Email: michael@garciareteam.com

• Adam Chatterley

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