



MARIK MARTIN RIVERA

EXPERIENCED EXECUTIVE
VIRTUAL ASSISTANT



PROFILE

Microsoft Apps | Canva | Zoho |
Billing Systems | Adobe Suite |
Premiere Pro | CRMs | Crypto

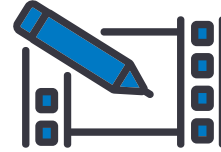
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SOCIAL MEDIA

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WHAT I DO BEST



- Administrative Tasks
- Digital Marketing
- Content Creation
- Crypto Management
- Class Facilitation
- Billing Expertise

WORK EXPERIENCE

- Nov. 2019 - March 2025** **Cash Flow Club • Content • Admin • Sales Manager • Executive Assistant**
- Created social media for daily postings - Includes video and infographic editing
 - Invoicing, Bookkeeping and record keeping
 - Used Zoho, Landlord Station, Stessa for Property Management and Project Management Tasks
 - Rent Collection, Tenant and Contractor Communications
 - Handle maintenance request and documentation
 - Files, Calendar Organization and Creating of automations
 - Manage Sales Team to hit daily sales goal and audit their sales
 - Helped Create Cardano Wolf NFTs, handled different Wallets and designed Metaverses
- Jan. 2015 - Nov. 2024** **Concentrix CVG Phils, Inc. • Sr. Trainer I**
- Facilitated communication and product specific trainings for new hires and tenured agents
 - Created training agenda curriculum and reports - Yellow Belt Six Sigma Certified
- Jan. 2012 - Nov. 2012** **Heern's Green Marketing • Project Manager**
- Managed social media accounts
 - Product management on website
 - Team management
 - Email marketing using Mail Chimp

SKILLS

Administrative	● ● ● ● ●
Video & Photo Editing/Content Creation	● ● ● ● ●
Crypto Management	● ● ● ● ●
Digital Marketing & Email Campaigns	● ● ● ● ●
Data Entry	● ● ● ● ●
Bookkeeping	● ● ● ● ●