

LG CARESS LOFRANCO

Account Executive / Virtual Assistant



+63 950-193-5861



lgcaresslofranco@gmail.com



Bamban, Tarlac, Philippines

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Bamban, Tarlac, Philippines

+63 930-193-3681

lgcaresslofranco@gmail.com

Dear Hiring Manager,

I am an experienced Account Executive and Digital Marketing Assistant looking to bring my skills in client relations, communications, and creative strategy to a remote team. With over two (2) years of experience in handling events, marketing initiatives, and content creation, I am confident in my ability to support and elevate your business operations.

At Estancia de Lorenzo, I manage daily operations, reservations, and event coordination—helping execute over 20+ events and proposals with efficiency and client satisfaction. Previously, as part of Love Radio Tarlac, I was in charge of content creation, client servicing, and event promotions, which developed my ability to multitask, communicate effectively, and thrive in fast-paced environments.

I am a detail-oriented, proactive team player who's passionate about remote collaboration. I would love the opportunity to contribute to your team's success and grow alongside your company.

Thank you for your time and consideration. I am available for an interview at your convenience.

Warm regards,
LG Caress Lofranco