



DEA F.

Sales/Admin Support, |
Executive/General Virtual
Assistant

WORK EXPERIENCE

SALES EXECUTIVE

Gateway Corp | October 2023

- Meet or exceed monthly sales targets and quotas.
- Understand customer needs and recommend suitable vehicles and financing options.
- Finalize sales contracts and ensure proper documentation.
- Build and maintain customer relationships.

EXECUTIVE VIRTUAL ASSISTANT

Wrkpod | January 2024

- Lead Generation, Data Entry.
- Social Media Management
- Client, Email, and Calendar Management.
- Create company processes and procedures
- Reports or sheets Management.
- Invoicing, Time Sheet
- Recruitment, Order Office Supplies
- Admin Support

Academic Background

Sacred Heart Academy

- Elementary/High School
1997-2002/ 2002-2007

Patts College of Aeronautics

- Bachelor in Tourism Management
2007-2010

Professional Skills

- Microsoft Office/PPP/Excel
- Communication Skills
- Email Management
- Calendar Management
- Basic Marketing
- One drive/Google
- Outlook

Tools and Platforms

- Click up
- Chat GPT
- Calendly
- Canva
- Descript
- 1Brain
- Odoo
- 3cx
- Linked in
- Apollo
- Instagram
- TikTok
- Basic Capcut

Skills

- Lead Generation
- Excellent communication and organization skills.
- Proficient in scheduling, email management, and data entry.
- Skilled in Microsoft Office, Google Workspace, and CRM tools.
- Strong multitasking and time management abilities.
- Experienced in social media management and content creation.
- Tech-savvy with quick learning ability.

CERTIFICATION

Wrkpod Campus

SMM/ Virtual Assitant

Nov 6 - 10, 2024