

## MARIA FLOREZA PUEBLOS - NUÑEZ

General Executive Virtual Assistant

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### Summary

Highly organized and proficient Virtual Assistant with a proven track record in comprehensive administrative support and efficient office operations. Adept at managing complex schedules, streamlining communications, and handling sensitive information with discretion. Committed to delivering exceptional results and ensuring seamless executive support in fast-paced environments.

### Experience

**Upwork** | Remote *General Executive Virtual Assistant* | 04/2017 – 04/2025

- **Demonstrated administrative expertise** by preparing essential documents and contracts for client onboarding, ensuring smooth transitions.
- **Managed confidential information** while tracking payments, saving invoices, and handling sensitive business transactions.
- **Applied strong organizational and time-management skills** to efficiently manage client calendars, including updating schedules and sending timely invites.
- **Exercised excellent written and verbal communication skills** by organizing and responding to emails, prioritizing important correspondence, and facilitating client interactions.
- **Proficiently utilized Excel** for daily, weekly, and monthly transaction reporting, ensuring accuracy and clarity of financial data.
- Conducted data collection and lead generation to support business growth initiatives.
- Created basic graphic designs using Canva and managed contacts with Mailchimp.
- Oversaw LinkedIn premium profile management and activities.

**Eye on AI** | Remote *Podcast Editor Virtual Assistant/ Social Media Management* | 06/2020 – 4/2025

- **Managed website content updates** using Squarespace, demonstrating administrative oversight of digital platforms.
- Conducted weekly research for newsletters and managed distribution via Mailchimp.
- Performed market research on Artificial Intelligence and Machine Learning topics.
- Posted relevant content on various social media platforms to enhance engagement and branding.

**Digital Saga** | Remote *Assistant Accountant* | 08/2016 – 12/2016

- Handled weekly payroll for Virtual Assistants.
- Updated websites using Shopify.

## **Skills**

- **Administrative Support:** Executive Assistance, Calendar Management, Email Management, Document Preparation, Data Entry, Reporting, Office Operations
- **Organizational & Time Management:** Workflow Optimization, Project Coordination, Task Prioritization, Deadline Adherence
- **Communication:** Professional Correspondence, Client Relations, Verbal & Written Communication, Presentation Skills
- **Microsoft Office Suite:** Excel (Advanced), Word, Outlook (Proficient)
- **Confidentiality:** Discretion, Sensitive Data Handling, Information Security
- **Software Proficiency:** Canva, MailChimp, Squarespace, Shopify, Asana, Slack, LastPass, Dropbox, Toggl, DocuSign, Clockify

## **Education**

**Holy Cross of Davao College** BS in Management major in Accounting | 2007