

Shane M. Manaig

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Dear Hiring Manager,

I am writing to express my keen interest in the Virtual Assistant position at Spinvirtual Solutions. With over ten years of professional experience providing remote administrative support and managing client operations, I am confident in my ability to contribute effectively to your team.

In my most recent role as a Case Manager at Peak Support, I managed over 200 client cases monthly, ensuring 100% resolution accuracy while maintaining up-to-date financial documentation and CRM records. My responsibilities required exceptional attention to detail, time management, and data handling — all key strengths I bring to any virtual support role.

Additionally, my background includes sales and marketing support at MR Link Incorporated, where I helped increase client engagement by 20% through effective campaign assistance and lead tracking. My time as a Property Manager further honed my organizational and financial oversight skills, including lease administration, payment processing, and tenant communication — resulting in an 80% improvement in occupancy rates.

What sets me apart is my ability to streamline workflows using tools such as Google Workspace, Microsoft Office, CRM platforms like Swoop, and systems like DocuSign. I thrive in dynamic environments and pride myself on being proactive, dependable, and results-driven.

I am excited about the opportunity to bring this experience to Spinvirtual Solutions and support your clients with efficiency and professionalism. Thank you for considering my application. I look forward to the possibility of discussing how I can add value to your team.

Warm regards,

Shane M. Manaig