



ARSHEIL TUBEO

Virtual Assistant

Contact

Email

arsheiltubeo29@gmail.com

LinkedIn

<https://bit.ly/444PcZ1>

Skills

- Admin Support
- Customer Support
- Social Media Management
- Light Project Management
- Research
- Recruitment

Tools

- Google Workspace
- Trello, Notion
- Slack, RingCentral
- Canva
- Mailchimp
- WordPress
- ChatGPT

Language

- English
- Filipino

Summary

Detail-oriented and reliable Virtual Assistant with 3+ years of experience in administrative support, content coordination, and client management. Proficient in tools like Google Workspace, Trello, and Canva. Dedicated to streamlining operations—here to simplify your life with professional and efficient support.

Professional Experience

2022

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2025

Virtual Assistant & Admin Support

Freelance via Fiverr & Upwork | Remote

- Provided day-to-day administrative support, including file management and data entry
- Managed client communications, delegated team tasks, and handled calendar/email organization
- Recruited and screened candidates, posted job ads, and scheduled interviews
- Book Appointments using Qualifacts (EHR) and other platforms

2023

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2024

Social Media & Content Manager

Various Clients | Remote

- Designed and scheduled engaging content across social platforms using Canva and Buffer
- Wrote and edited blog posts, aligned content with brand tone, and tracked analytics
- Created content strategies and planned content calendars

2023

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2024

Transcriptionist

Upwork | Remote

- Transcribed audio files accurately within the deadline
- Collaborated with the team on feedback and formatting

Feb

2020

-

May

2020

Online English Tutor

51 Talk | Remote

- Delivered personalized lessons to Chinese students
- Adapted teaching methods to suit different learning styles
- Provided regular progress feedback