

# Candidate 2

EXECUTIVE VIRTUAL ASSISTANT/PROJECT MANAGER/SOCIAL MEDIA MANAGER

## Contact

## Skills

### Project Management



### Problem Solving



### Creativity



### Leadership



## About Me

I help entrepreneurs, professionals, and small teams streamline success - not just at work, but in life too. I can give you more time to focus on the big picture by taking care of all the details. I'm also good with Customer Service, Virtual Assistance, Social Media Management, and Content Writing. I am reliable in managing emails and social media accounts

## Education

### Bachelor of Science in Psychology

De Ocampo Memorial College

## Work Experience

### Meri's StyleSavvy March 2024- July 2024

#### Social Media Manager

I create content that resonates with the target audience and increase brand's visibility. I craft social media templates and graphics using Canva.

### UPWORK ( IAN TURNER ) Executive Virtual Assistant

January 2020- January 2024

I started as a virtual assistant on Upwork in January 2020. My client is a director at an AI company. My typical responsibilities include checking and responding to his LinkedIn emails, creating PowerPoint presentations for his meetings, editing basic videos for presentations, and creating Google spreadsheets for our prospective clients. I also handle any additional tasks my client assigns.

### Accenture Project Manager for Broadband service (Business)

December 2019- March 2024

In this role, you'll play a pivotal role in ensuring the seamless delivery of high-speed internet solutions to our valued business clients. You'll oversee the entire project lifecycle, from initial planning and design to successful implementation and ongoing support