



ANGELO VINCENT NACIONAL

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Appointment Setting
- Email Management
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

- Go High Level
- Go Daddy Business Email
- Microsoft Softwares
- Google Softwares
- Social Media Platforms

PERSONAL PROFILE

A **Virtual Assistant** with 4 years of experience in diverse tasks, known for being tech-savvy and a reliable problem solver. An enthusiastic individual with exceptional skills in both team-based and independent roles.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

Executive Assistant / Social Media Manager / Recruiter | 2022 - 2024

- Managed daily emails, scheduled meetings, and sent meeting invitations. Attended meetings to take notes on key points for prospective clients.
- Conducted applicant interviews and managed recruitment processes.
- Created and uploaded content and graphics on TikTok, Facebook, Instagram, and LinkedIn.
- Ensured all social media posts were grammatically correct and professional.
- Scheduled and set up client appointments, averaging 3 appointments per day.

Appointment Setter / Administrative Assistant | 2020 - 2022

- Scheduled and managed patient appointments, including initial bookings and rebooking.
- Communicated effectively with patients over the phone to coordinate appointment schedules.
- Submitted medical results to patients and healthcare providers via fax and email.
- Monitored and responded to client emails promptly and professionally. Ensured accurate and timely e

EDUCATIONAL BACKGROUND

International Management School

- Bachelor of Science in International Tourism Management, 2024
- Auditor Voluptuaria Organization