



# STEAPHY JEAN TORION

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Project Management
- Critical Thinking
- Data Entry
- Organization
- Office Software
- Apps
- Graphic Design
- Video Editing

## TOOLS

- Asana
- Google Workspace
- Microsoft Office
- Canva
- Adobe Tools

## PERSONAL PROFILE

Enthusiastic **Virtual Assistant** with years of experience streamlining operations. Skilled at implementing new processes to improve efficiency and productivity. Utilizes strong organizational skills and an understanding of needs to provide exceptional administrative support with a proven track record. Passionate about maximizing outcomes through comprehensive virtual assistance that makes a real difference.

## WORK EXPERIENCE

### OPERATIONS ASSISTANT

[Replit](#) | 2023 - Present

- Oversee application moderation, update the CRM, manage daily tickets, ensure Bounty postings comply with terms of service, and draft outreach emails for potential clients.

### VIRTUAL ASSISTANT

[Adaya AI](#) | 2023 - 2024

- Collect all the posts that clients share on their social media platforms and generate them using AI, typically focusing on tasks such as data entry and video editing.

### VIRTUAL ASSISTANT

[Jp Vocal Studio](#) | 2023 - 2024

- Manage social media accounts, emails, and website, develop courses and presentations, design landing pages, and perform video editing.

### CONTENT WRITER, EDITOR, & ANALYZER

[Digital Web Properties LLC](#) | 2022 - 2023

- Manage various tasks such as content optimization, writing, creating titles for guest-posting articles, editing articles before submission, conducting page-level analysis, and performing keyword research.

## EDUCATION HISTORY

[Saint Joseph Institute of Technology](#)

- Bachelor of Science in Civil Engineering, 2020