



KAMILLE PEREZ

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- HR & Talent Acquisition
- Data Entry
- Internet Research
- Office Software
- Apps & Tools
- Graphic Design
- Administration

TOOLS

Google Workspace

Microsoft Office

Canva, Capcut

Zoho, Teramind, Dropbox

Zoom, Slack, WhatsApp, Skype

Outlook, Calendly

PERSONAL PROFILE

A dedicated and versatile professional with diverse experience across various industries, including human resources, education, marketing, tourism, and administration. My comprehensive background allows me to bring a unique blend of skills and insights to any role I undertake.

WORK EXPERIENCE

HR ASSOCIATE VA/EVA

The Entrepreneur, LLC | 2022 - 2024

- Assess resumes, CVs, and portfolios
- Post jobs and manage career page
- Conduct interviews and assist the VP with candidate interviews
- Attend final interviews with clients
- Create layouts and assist HR Admin & Compliance Officer
- Engage and communicate with VAs, addressing their concerns
- Conduct exit interviews, onboarding, and orientation for new employees
- Track VA productivity using a time-tracker
- Brainstorm fun virtual games for VAs
- Handle tasks from the CEO and VP, including email management, appointment scheduling, report summaries, and basic EVA tasks
- Complete ad-hoc tasks like PowerPoint presentations, data entry, and reporting
- Assist clients with concerns and ensure their satisfaction, along with that of employees/VAs

EDUCATION HISTORY

Notre Dame of Marbel University

- Bachelor of Arts in Political Science, 2015
- Student Council Member, College of Arts and Sciences



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WORK EXPERIENCE

ESL TEACHER

[Perfect25](#) | 2022 - 2023

- Provided English lessons to Korean adult students, focusing on reading, writing, listening, and speaking skills. Also taught IELTS and OPIC speaking tests.

SOCIAL MEDIA MANAGER (PART-TIME)

[KD's Corner](#) | 2020 - 2023

- Built brand awareness through influencer engagement
- Oversaw social media customer service
- Monitored the company's brand on social media platforms
- Managed online communities for respectful engagement
- Designed and posted logos, announcements, and promotions on Facebook and Instagram

ESL TEACHER (PART-TIME)

[51Talk](#) | 2018 - 2021

- Provided English lessons to Chinese and Japanese students, focusing on reading, writing, listening, and speaking skills.

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WORK EXPERIENCE

TOURISM OFFICER II

[Local Government Unit of The City of Koronadal | 2018 - 2019](#)

- Developed and enhanced visitor facilities in the city, focusing on marketing, visitor management, and tourism campaigns. Promoted local products, services, and facilities. Assisted the Tourism Department Head with tourism-related tasks.

LEASING-MARKETING OFFICER

[KCC Malls/KCC Property Holdings, Inc. | 2015 - 2018](#)

- Supported marketing and operations managers in department oversight. Researched and recommended potential tenants or brands to secure the best market. Traveled to resolve national tenants' bills and find clients for existing and upcoming malls.

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