



JUSTIN FRANCIS DASCO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Email Management
- Calendar Setting
- Office Software
- Apps
- Social Media Management
- Bookkeeping and Accounting

TOOLS

Asana
Trello
Canva
Microsoft 365
Google Workspace
Meta Business Suite
flodesk

PERSONAL PROFILE

Experienced **Virtual Assistant** with strong organizational and communication skills. Proven ability to manage administrative tasks efficiently in a remote environment. Skilled in scheduling, customer support, and document management.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

Sales and Marketing Agent
Days Global | Aug 2021 - Sept 2023

- Conducted calls to corporate clients to offer the latest products
- Built relationships with clients to maintain sales goals and create new opportunities
- Managed the company's social media presence, creating content, engaging with followers, and running social media advertising campaigns
- provided exceptional customer service on the shop floor, assisting with purchases, answering questions, and upselling merchandise.

EDUCATION HISTORY

Surge Freelancing Marketplace
APPRENTICESHIP PROGRAM (APV3)

Batch 5 **Surge Freelancing Marketplace**

MASTER CLASS VIRTUAL ASSISTANT PROGRAM (MVA)

Batch 13 April 2024
Bachelor of Science in Hospitality Management, 2017
Palawan State University