



JASMIN DELA CRUZ

VIRTUAL TEAMMATE



SKILLS SUMMARY

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

TOOLS

Asana
CRM
Microsoft Office
Google Suite
Social Media

PERSONAL PROFILE

Results-driven Virtual Assistant with expertise in e-commerce, executive support, and property management. Skilled in product listings, customer support, and order processing, with a focus on optimizing performance and ensuring customer satisfaction.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

[Spruce Strategies](#) | JUL 2024 - OCT 2024

- Executive scheduling & emails
- Business research, invoicing & E-commerce support
- LinkedIn outreach & file organization

FREELANCE VIRTUAL ASSISTANT

[Bellevue First United Methodist Church](#) | JUN 2024 - SEP 20

- Social Media Management & Community Engagement a
- Musician recruitment & Survey management
- Shopping & research

[Airbnb & Property Management](#) | SEP 2019 to MAY 2024

- Managed property operations, guest relations, & scheduling.
- Provided high-quality guest service and optimized listings.
- Handled financials, invoicing, and business research.

EDUCATION HISTORY

[Silliman University](#)

- Bachelor of Business Management, 2017
- Member, Business Administration Organization
- Member, Silliman Business Society
- School tour Ambassador