



KARIZZA MAE SAMSON

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Appointment Setting
- Calendar Management
- Data Entry
- Video and Photo Editing
- Cold Calling
- Email Management
- Customer Service

TOOLS

Mojo
Better Software
OpenPhone
Canva & Capcut
Youtube Analytics

PERSONAL PROFILE

Experienced professional with a warm demeanor and a passion for understanding how the brain works. I have hands-on experience in appointment setting, sales, and cold calling, and I manage social media for YouTube music artists. My strong communication and organizational skills, combined with a curiosity for human behavior, drive results and foster meaningful client interactions.

WORK EXPERIENCE

FREELANCE SOCIAL MEDIA MANAGER

[YhoProdi](#) | April 2024 - Present

- Music Video Production: Edit music videos to align with client preferences and project goals.
- Client Coordination: Schedule and facilitate meetings with clients and production teams to discuss projects and music video shoots.

CUSTOMER SERVICE REPRESENTATIVE, COLD CALLER

[Project Spotify-Concentrix PH](#) | 2019-2020

- Provide solutions and assistance to customer's requests.
- Filter podcast accounts to make sure they pass the company guidelines.
- Trained new employees and created a work manual.

[Real Estate Freelance Cold Caller](#) | 2019

- Conduct cold calls to prospected sellers.
- Build rapport with customers.
- Create lists and other admin tasks.

EDUCATION HISTORY

[Colegio de Kidapawan](#)

- Bachelor in Elementary Education, 2018
- Outstanding Student of the Year Awardee
- Supreme Student Council President
- Founder and Team Campaign of CDK Debating Team
- Regional Champion in Extemporaneous Speaking