



LOVELLA DE LOS SANTOS

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Product Research
- Customer Service
- Data Entry
- Internet Research
- Office Software
- Social Media Management
- Graphic Design

TOOLS

- Asana
- Zendesk
- Microsoft Office
- Microsoft Excel
- Meta Business Suite
- Salesforce
- Canva
- Google Workspace
- Mailchimp
- Hubspot
- Nextiva
- Slack

PERSONAL PROFILE

An **Executive Assistant** with more than 5 years of experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

VIRTUAL ASSISTANT/ SOCIAL MEDIA MANAGER

[Creative Car Care blacktown](#) | 2023- Present

- Create, curate, and manage content across various social media platforms, including Facebook, Instagram, Twitter, and LinkedIn
- Content creation
- Improve operations efficiency and customer satisfaction.

DIRECTOR OF MANUFACTURING AND FULFILLMENT AND EXECUTIVE ASSISTANT

[Syneffex](#) | 2020- 2023

- Team Management
- Prepared detailed reports
- Completing tasks for the CEO such as managing his calendar of appointments, completing reports and submitting spreadsheets

GENERAL VIRTUAL ASSISTANT

[Prowaterblasting](#) | 2020 - 2021

- Answers customers inquiries
- Responsible for booking appointments
- Plotting schedules of technicians

EDUCATION HISTORY

[Cebu Doctors University](#)

- Bachelor of Science in biology 1997