



# FRANCIS LLOYD MAINIT

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Administrative Tasks
- Graphic Design
- Data Entry
- Lead Generation
- Office Software
- Web Design
- Social Media Management

## TOOLS

Asana  
Trello  
Microsoft Office  
Spreadsheet  
Meta Business Suite  
Salesforce  
Canva  
Google Workspace  
Da Vinci Resolve  
Flowdesk  
Filmora

## PERSONAL PROFILE

A dedicated Virtual Assistant known for delivering high-quality support with a keen eye for detail. My commitment to excellence ensures precise and effective results, helping clients achieve their goals through meticulous, detail-oriented work.

## WORK EXPERIENCE

### DATA ANNOTATION SPECIALIST

[Flipside Ai](#) | 2023 - 2024

- Expertly annotate and classify data with precision
- Ensure meticulous attention to detail in all tasks
- Perform highly accurate tasks where precision is crucial
- Apply a keen eye and strong skills for consistently high-quality results

### ADMINISTRATIVE ASSISTANT

[Professional Regulation Commission](#) | 2022 - 2023

- Resolved online account issues for professional clients
- Managed calls, addressed complaints, and provided assistance
- Oversaw ID creation and data entry with accuracy
- Maintained an efficient filing system and organized documents
- Designed instructional posters and infographics for client guidance

### QUALITY ASSURANCE SPECIALIST

[Remotasks.com](#) | 2020 - 2022

- Reviewed data tasks with a keen eye for detail to uphold high quality standards
- Provided feedback to meet client expectations and enhance company services
- Ensured each task maintained the company's reputation for excellence

## EDUCATION HISTORY

[Cebu Technological University](#) | 2020 - 2023

- Bachelor of Industrial Technology Major in Computer Technology.
- Graduated as Cum Laude