



SHIELLA DE LEON

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Administrative Support
- Email Management
- Data Entry
- Internet Research
- Social Media Management
- Apps
- Content Creation

TOOLS

- Asana
- Slack
- Google Suite
- Trello
- Canva

PERSONAL PROFILE

I am a dedicated and passionate Virtual Assistant with ample experience in Administrative Support and Social Media Management. My previous roles have strengthened my abilities in critical thinking and motivation, including focused attention to detail and accuracy.

WORK EXPERIENCE

VIRTUAL ASSISTANT

[Levium Digital Inc.](#) | 2023 - 2024

- Manage and organize emails, calendars, and appointments for team members.
- Prepare and format documents, reports, and presentations.

CRM MANAGER / VIRTUAL ASSISTANT/ SOCIAL MEDIA MGR

[Rothman Hometeam](#) | 2020 - 2023

- Manage client contracts and follow-up, including written communication to clients
- Oversee the inputting of all leads into the database management system
- Assist with essential administrative duties

SUBJECT MATTER EXPERT / ADJUSTER / LEGAL OFFICE ASST.

[AIG Shared Services](#) | 2008 - 2018

- Monitor work ques and coaches team members on processing auditable bills.
- Evaluates Express Claims with respect to policy coverage.
- Assist legal counsel on his project to rectify the documentation and repository of legal documents

EDUCATION HISTORY

[FHMOMS Online University](#)

- General Virtual Assistance - 2020

[FVA Academy](#)

- SMM In Depth Course - 2020

[National College of Science & Technology](#)

- Bachelor of Science in Information & Technology - 2006