



JENNIL OSORIO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Customer Service Representative
- Social Media Management
- Real Estate Assistant

- Sales Assistant

- Credentialing Specialist

- Apps

- Graphic Design

TOOLS

Asana
Canva
Microsoft Office
Meta Business Suite
Ringcentral

PERSONAL PROFILE

A **Virtual Assistant** with 4 years experience in various tasks. Always looking for opportunity to serve as an effective virtual assistant with the ability to prioritize tasks efficiently while maintaining accuracy in all areas of responsibility

WORK EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE

[Concentrix | 2018 - 2020](#)

- Managed incoming calls and customer service inquiries
- Helped customers with their complains and questions.

MARKETING ASSISTANT

[Golden MV Holdings, Inc. | 2021 - 2023](#)

- Digital Marketing
- Contributed ideas on how to boost sales
- Approved all contents to be posted on Social Media

[Virtual Assistant | 2024](#)

- Social Media Management
- Customer Service Representative
- Content Creation
- Facebook Ads

EDUCATION HISTORY

[Coldegio de San Juan de Letran Calamba](#)

- Bachelor of Business Management, 2018
- Member of the Junior Marketing Association