



KRISTINA JOY MISSY SAMSON

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Organization
- Email Management
- Appointment Setting
- Admin Task
- Data Entry
- Travel Arrangement
- Project Management
- Graphic Design

TOOLS

- Slack
- Google Workspace
- Microsoft Office
- Microsoft Excel
- Meta Business Suite
- Salesforce
- Canva
- Trip It
- Quickbooks
- Mailchimp
- Hubspot
- Calendly

PERSONAL PROFILE

An **Executive Assistant** with 2 years experience in multiple tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities. My top priority is to ensure seamless daily operations. Let's connect and explore how we can collaborate!

WORK EXPERIENCE

VIRTUAL EXECUTIVE ASSISTANT

[Signature Realty LLC](#) | December 2023 - 2024

- Reach out to potential clients and property owners, generating leads and scheduling appointments
- Maintained detailed records of calls and interactions, providing regular updates and reports to the sales team
- Managed and organized Email
- Managed executive's calendar such as scheduled meetings and appointments
- Handled emails, phone calls, and correspondence
- Handled timesheets and payroll
- Travel Arrangement
- Maintained communication between team members and executive.

EXECUTIVE ASSISTANT/ SOCIAL MEDIA MANAGER

[Chef Taiyo's](#) | 2019 - 2020

- Scheduled meetings, appointments, and managing executive's daily schedule
- Organized and managed email
- Drafting, editing, and organizing documents, reports, and presentations
- Developed and implemented comprehensive social media strategies aligned with business goals to enhance brand visibility and engagement
- Managed projects

EDUCATION HISTORY

[Notre Dame of Dadiangas University](#)

- Bachelor Degree in English, 2022
- Secretary, English Club
- Licensed Professional English Teacher, 2022