



# GRACIELA SIMBILLO

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Administrative Support
- CRM Update
- Data Entry
- Video Editing
- Content Creation
- Lead Generation
- Graphic Design

## TOOLS

- Asana
- GHL
- Microsoft Office
- Microsoft Excel
- Meta Business Suite
- Podio
- Follow Up Boss
- Canva
- Airtable

## PERSONAL PROFILE

An **Administrative Assistant** with 3 years experience in various tasks. Helping business owners with their administrative tasks while they focus on their core operations.

## WORK EXPERIENCE

### FREELANCE EXECUTIVE ASSISTANT

**All Around Saving | March 2023 - March 2024**

- Data Entry
- Calendar and Email Management
- Timesheet & Payroll
- CRM Update
- Monitor Employees with tracker
- Lead Generation (GHL)

### ADMINISTRATIVE & HR ASSISTANT

**Manpower Agency 2020 - 2022**

- Email Management
- Reply to email, telephone, or face to face inquiries
- Manage staff appointments
- Implement clerical duties and administrative processes
- Data Entry
- Produce and distribute correspondence letters, contracts, and forms.
- Develop and maintain a filing system
- Maintain supply inventory by inspecting stock

### SOCIAL MEDIA MANAGER

- Manage Social Media
- Content creation
- Graphic design
- Schedule post
- Lead Generation
- Landing Page

## EDUCATION HISTORY

### HOLY ANGEL UNIVERSITY

- BSBA - Major in Business Management 2015 -2019