



# ARIANNE MARIZ MENDOZA

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Communication
- Administrative Tasks
- Recruiting
- Customer Service
- Data Entry
- Virtual Assistance
- Graphic Design

## TOOLS

- Monday.com
- Google Suite
- Microsoft Office 365
- Canva
- Meta Business Suite

## PERSONAL PROFILE

A seasoned **General Virtual Assistant** with a eight-year background as a Customer Support, Marketing and Recruiting. Combines innovation, creativity and reliable source to contribute to clients' success. With me on board, business can expect a impactful approach to enhance digital platforms.

## WORK EXPERIENCE

### LOCAL STORE MARKETING/CASHIER

**Golden Arches Development Corporation | 2016 - 2019**

- Greet customers and assess their needs to provide personalized service and recommendations.
- Process sales transactions accurately and efficiently.

### CUSTOMER SERVICE REPRESENTATIVE/RECRUITMENT SPECIALIST

**Concentrix Corporation | 2021 - 2024**

- Respond to inquiries via phone, email, and chat, providing prompt and accurate information.
- Conducting interviews, assessments and endorsing for final interview.

**Phyl Consulting | 2023 - 2024**

- General Virtual Assistant
- Recruitment Specialist
- Lead Generation
- Social Media Management

## EDUCATION HISTORY

**Granby Colleges of Science and Technology**

- Bachelor of Science in Tourism Management, 2019
- Major in Travel and Tours
- Best in Internship at Ninoy Aquino Internation Airport
- Seminar's Completer
- Member, Student Officers