



MICHAEL FRANZ PINZON

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Email Marketing
- Research and Analysis
- Data Entry
- Email and Calendar Management
- Administrative Support
- Project Management
- Customer relation management
- Appointment Setting

TOOLS

- Asana
- Google Suit
- Microsoft Office
- Marketo
- Wordpress
- Premiere Pro
- Ubersuggest
- Calendly
- 1Pass

PERSONAL PROFILE

Results-oriented Virtual Assistant with a proven track record in driving revenue growth and optimizing profitability. Possessing a strong foundation in recruitment, marketing, and financial analysis, I excel at developing and executing strategic plans to enhance brand performance.

WORK EXPERIENCE

BRAND MANAGER

Ready-Set | 2023 - 2024

- Communicated with partners to get promotional drafts on time and make sure they understood our policies.
- Managed financial aspects, including revenue, costs, and ROI.
- Created promo drafts for email marketing campaign and segmented it.

BRAND MANAGER SUPPORT

Ready-Set | 2023 - 2023

- Administrative Support
- Reviewed lead form responses to filter out spam and identify legitimate leads and sales opportunities
- Email and Calendar Management
- Monitored industry competitors to align recruitment strategies with goals

SEO SPECIALIST

Pinoy SEO | 2023 - 2023

- Social Media Management
- Website Audit
- On - Page SEO
- Facebook Ads
- Off-Page SEO
- Keyword SEO

EDUCATION HISTORY

Philippine State College of Aeronautics

- Bachelor of Science in Aircraft Maintenance Technology, 2029
- License in Airframe and Powerplant
- Member, Student Helpdesk