



JAYPEE BUNGGA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

Asana
Zoho
Workday
Clickup
Trello
Airtable
Salesforce
Hubspot
Microsoft Office
Microsoft Excel
Meta Business Suite
Canva
Google Workspace
Mailchimp

PERSONAL PROFILE

An expert in various skills; the total package your business might need; I have been an **Executive Virtual Assistant/Social Media** Manager for Seven years with very happy and satisfied clients.

I assure you that you can count on me for a long-term working relationship.

WORK EXPERIENCE

EXECUTIVE ASSISTANT AND SOCIAL MEDIA MANAGER [Bluephoenix Learning](#) | Oct 2023- Jan 2024

- Content Strategy
- Facebook, Linked In and Twitter Postings
- Graphic Designing thru Canva
- Branding
- Engagements

EXECUTIVE ASSISTANT [Red Cardinal Insurance](#) | June 2021 - Dec 2023

- Email and Calendar Management
- Research
- Graphic Designing thru Canva Job Postings
- Meetings
- Mini Team Coaching
- Lead Mining
- Cold Calling

EXECUTIVE VIRTUAL ASSISTANT [Panodime](#) | Jan 2018- May 2021

- FB, IG and Twitter Management
- Social Media Posting
- Responding to Messages
- Creating Contents to be posted Social Media
- Email and Calendar Management
- Admin Tasks
- Graphic Designing thru Canva
- Job Postings

EDUCATION HISTORY

[CITE Technical Institute Inc](#)

- Electromechanical Technology 2012-2015