



DANE T. DELA CRUZ

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Social Media Management
- Data Entry
- Email and Chat
- Internet Research
- Office & Google Workspace
- Apps & Digital Storage
- Graphic Design

TOOLS

- Canva
- Later
- Meta Business Suite
- Trello & Notion
- ChatGPT
- Microsoft Office
- Google Workspace

PERSONAL PROFILE

A **Virtual Assistant** with 3 years experience in various tasks. Tech savvy and analytical thinker that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities. A fast learner and great at time management.

WORK EXPERIENCE

E-COMMERCE / DROPSHIPPING

Utopis Capital | 2021 - 2023

- Research products on Amazon and eBay.
- Product listing on Facebook Marketplace and/or Facebook Shops, ETSY shop.
- Managing orders.
- Chat support.

SOCIAL MEDIA MANAGER

Gffworks Virtual Solutions | 2022 - Present

- Handle multiple social media platforms such as, Facebook, Instagram, X (known as Twitter), TikTok, YouTube Shorts, LinkedIn, GBP, and Pinterest.
- Create graphics and/or reels.
- Copywriting.
- Manage social media calendars.
- Social media posts analytics.
- Market research and/or competitive analysis.

EDUCATION HISTORY

Cebu Institute of Technology - University

- Studied Business Administration, Major in Operations Management, 2020
- Member of Committee on Finance, Supreme Students Government, A.Y. 2019 - 2020
- Head of Commission on Audit, Supreme Student Council, S.Y. 2017 - 2018