



ADRIEL NEGRIDO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Video Editing
- Email/Chat Support
- Data Entry
- Internet Research
- Office Software
- Tech Support
- Graphic Design

TOOLS

Zendesk
Gorgias
Shopify
Re:amaze
Meta Business Suite

PERSONAL PROFILE

A **Virtual Assistant** with years of experience in various tasks and in different fields. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

EMAIL SUPPORT

[Talentpop](#) | Oct 2023 - Jan 2024

- Non-voice customer service

[SmartTrace](#) | Apr 2023 - Jan 2024

- Maintain pet microchip database

MARKETING MANAGER

[Adaholic Ventures](#) | Aug 2022 - Dec 2022

- Social Media Marketing

CONSULAR PROCESSING OFFICER

[IDream America](#) | Aug 2020 - Jul 2022

- Help clients with Visa application and coach them for interview

PRODUCT TRAINER

[Alorica](#) | Apr 2016 - Sep 2020

- Learning and Development Management

TECHNICAL SUPPORT REPRESENTATIVE

[Teleperformance](#) | Aug 2014 - Feb 2016

- Tech Support and Billing

EDUCATION HISTORY

[University of Mindanao](#)

- Bachelor of Science in Information Technology, 2014
- Major in Multimedia