



ADRIAN BERNARDO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Email Management
- Calendar Management
- Research and Data Collection
- Office Software
- AI Prompting
- Customer Service
- SEM Lead Generation
- Admin Tasks

TOOLS

Asana | Notion | Monday.com
 Zendesk
 Chat GPT | Gemini
 Google Workspace
 Click Funnel | Wordpress
 Microsoft Office Suite
 Mail Chimp

PERSONAL PROFILE

I am a highly organized and adaptable professional with 8 years of combined experience as an **Executive Assistant**, **Google Ads Consultant**, and **Customer Service Specialist**. I have a proven track record of providing exceptional administrative and technical support to executives and teams, driving efficiency and achieving results.

WORK EXPERIENCE

EXECUTIVE ASSISTANT

Trading Company | January 2024 - July 2024

- Calendar Management and Scheduling
- Document Preparation and Management
- Database Management | Admin Tasks
- Client Communication

DIGITAL MARKETING

Google Ads Consultant | 2023 - January 2024

- **Develop and Implement Google Ads Strategies:** Create comprehensive advertising strategies tailored to client goals,
- **Ad Campaign Creation and Management:** Design, set up, and manage various types of Google Ads campaigns

BPO (7 YEARS)

Customer Service | Tech Support | Sales Representative

- Strong proficiency in English, both written and verbal.
- Travel & Hospitality Industry
- Freight & Logistics
- Telecommunications (Billing & Technical Support)

EDUCATION HISTORY

Certificates

- Google Ads Certification
- Vocational | CSR, TSR, Sales (BPO)
- Graduated Valedictorian | Western Colleges