



FRENZ HONEY SOLARTE

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Admin Assistant/Support
- Customer Service/Support
- Data Entry
- General Virtual Assistant
- Appointment Setting
- Social Media Manager
- Graphic Design

TOOLS

- Canva/Capcut
- Google Suite
- Microsoft Office Suite
- Hootsuite/Buffer
- Meta Business Suite
- Asana/Trello/Slack/Discord
- Calendly
- Hubspot
- More...

PERSONAL PROFILE

A licensed and skilled professional who offers remote support to clients across various industries. I play a crucial role in enhancing productivity, managing tasks, and ensuring efficient operations for individuals, entrepreneurs, or businesses.

WORK EXPERIENCE

HOMEBASED/ONLINE TUTOR

Private Sector | 2022 - Present

- Provide individualized instruction and assess student progress.
- Reinforce learning and address any gaps in understanding.

SOCIAL MEDIA MANAGER

Frenz's WearAbouts | 2022- Present

- Creating content and engage with the audience.
- Design graphics, edit videos, infographics and other visuals.

SUBSTITUTE TEACHER

Department of Education | 2020- 2022

- Manage class operations and streamline educational processes.
- Good administrative skills and ability to follow lesson plans.

CUSTOMER SERVICE ASSOCIATE

Convergys | 2018 - 2020

- Resolve issues related to orders, billing and product returns.
- Responsible for managing customer interactions and satisfactions.

EGIBILITY

Licensed Professional Teacher

- Board Exam Average: 88.80

EDUCATION HISTORY

St. Mary's College of Bansalan, Inc. Philippines

- Bachelor in Elementary Education
- Ms. Education Winner 2017
- Student Representative, Essay Writer Org