



# MARC IÑIGO AMAN

Virtual Teammate



## SKILLS SUMMARY

- Executive Assistance
- Appointment Setting
- Data Entry
- Social Media Management
- Graphic Design
- Project Management

## TOOLS

- Microsoft Office
- Gsuite Workspace
- Mailchimp
- Viber/WhatsApp
- 3cx
- Smartsheet
- Canva
- Meta Business Suite

## PERSONAL PROFILE

*An International Sales and Operations Manager with 2+ YEARS of experience in General Virtual Assistance, e.g., Digital Marketing, Social Media Management, Copywriting, Appointment Setting, Sales, and Content Creation. Skilled in media upscaling, problem-solving, and business development. Highly interested to contribute on business to business operations, appointment setting, and other administrative activities.*

## WORK EXPERIENCE

### SALFORD COLLEGE AUSTRALIA

#### *COUNTRY REPRESENTATIVE - PHILIPPINES*

JULY 2023 –  
PRESENT

- Handle all social media inquiries e.g, facebook, instagram, website
- Outbound calling to conduct sales and appointment setting
- Conduct B2B Transactions with partners globally
- Technical support and department coordination
- C-Level Reporting

### FREELANCE

#### *PART-TIME GENERAL VIRTUAL ASSISTANT*

MARCH 2022 –  
PRESENT

- Appointment Setting
- Social Media Management
- Content Creation
- Calendar and Email Management
- General Virtual Assistance

## EDUCATION

Ateneo de Davao University  
Bachelor of Science in Management  
Accounting  
2019 - 2023, With Distinctions