



CHIVALRY SARCO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Creativity
- Data Entry
- Hashtag Strategy
- Analytics & Reporting
- Community Engagement
- Content Creation

TOOLS

Canva Google Workspace
Trello
Microsoft Office
Microsoft Excel
Meta Business Suite

PERSONAL PROFILE

A **Virtual Teammate** with 2 years experience in various tasks. A tech savvy and problem solver that you can rely on. Adept at utilizing digital tools and platforms for remote collaboration, while maintaining a keen eye for detail and confidentiality.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

Direct Client/ Interior Consultant | 2023 - Present

- Social Media Management
- Community Engagement
- Content Creation and Scheduling Posts

FREELANCE ESL TEACHER

English Central | 2021 - 2023

- Tailored tutoring sessions to meet individual's needs
- Prepared detailed reports
- Organizes and plans essential central services

Private Tutoring | 2020 - 2021

- Managed classroom dynamics and fostered active student participation
- Fostered strong communication with students
- Utilized digital tools and platforms

EDUCATION HISTORY

Saint Thomas Aquinas College

- BSED Major in English, 2021
- Vice-President HUMSS strand
- Year Representative