



# MARICEL DAGUINOTAS

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Social Media Management
- Graphic Design
- Data Entry & Processing Payments
- Internet Research
- Email, Travel & Calendar Management
- Sales Support
- Events Management

## TOOLS

- Microsoft office Suites
- Google workspace
- Adobe suites
- Canva editing/designing Hubspot
- CRM
- Slack/ Asana / Clickup
- Buffer/ Hootsuite
- Monday.com
- Word press
- Adobe Photoshop
- Adobe Illustrator
- Capcut

## PERSONAL PROFILE

With my ability to quickly grasp new concepts, I can adapt to various tasks and responsibilities efficiently. Additionally, as a Tech- Savvy and administrative skills enable me to effectively manage tasks, organize information, and provide seamless support to enhance productivity and streamline operations.

## WORK EXPERIENCE

### EXECUTIVE VIRTUAL ASSISTANT

**SkillsSource Virtual Assistant Services | 2023 - June 2024**

- Calendar Management: Handle complex schedules, prioritize meetings, and ensure executives are well-prepared.
- Email management: Filter and prioritize emails, and other correspondence.
- Meeting Coordination: Gather documents, prepare meeting materials, and sometimes attend meetings to take notes.
- Travel Arrangements: Coordinating travel logistics, including flights, accommodations, and itineraries.
- Managed company social media accounts
- Reporting to other team members

### SPORTS ADMINISTRATOR / COORDINATOR

**Ambassador International Academy UAE | 2021 - February 2023**

- Answering incoming calls, taking messages and re-directing calls as required. Dealing with email enquiries.
- Diary management and arranging appointments.
- General office management (data entry/sales figures, collections, database) Organizing/coordinating events.
- Managing company social media accounts.
- Coordinating multinationals (parents, coaches, external sports providers and internal employees.
- Financial Transactions- Processing expense reports, managing office budgets, and handling financial paperwork.

## EDUCATION HISTORY

**STI COLLEGE - Diploma in Information Technology 2008**

- VISUAL GRAPHIC DESIGNING NC III , Informatic Technical Institute Comval Province. INC.
- EVENTS MANAGEMENT SERVICES NC III, Philippine Call Center Institute Cagayan de Oro City
- SOCIAL MEDIA MANAGEMENT AND VIRTUAL ASSISTANT TRAINING - New Generation Academy
- GENERAL VIRTUAL ASSISTANT TRAINING - VA Skills Training center