



VALLEDOR PAMELA GRACE

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

- Google Workspace
- Teamviewer
- Hubspot
- Microsoft Excel
- Meta Business Suite

PERSONAL PROFILE

A **Virtual Assistant, sales and marketing agent, and Meta Ads Specialist** with more than 10 years of experience in various tasks. A tech-savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team-based and independent capacities.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT/TRAINER/ ACCOUNT MANAGER

DWC (rSchoolToday) | JUNE 2007 - DECEMBER 2007

- Conduct training for all school staff on the workaround of their web portal.
- Improve operations efficiency and customer satisfaction.

PRODUCTION AND SALES AND MARKETING HEAD

FASHLANE FASHION STORE | 2015 – 2019

- Team Management
- Monitor quality and production deadlines
- Client relationship manager

A&N Manufacturing | NOVEMBER 2023- FEBRUARY 2024

- Inbound and outbound sales associate
- Monitor production schedules and update customer orders.
- Monitor deliverables
- Input marketing strategies to attract more rebranders

EDUCATION HISTORY

University of Perpetual Help-Rizal

- Bachelor of Science in Physical Therapy, 2003