



ALBERT NICOLE NAZARENO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Facebook Ads.
- Social Media Management
- Office Software
- Email Marketing
- Graphic Design

TOOLS

Canva Bria
Mailchimp Britrix
Story Doc Gmail
Call Tools Bliss
Zendesk
Spreadsheets
Team Dot

PERSONAL PROFILE

Detail-oriented and highly organized **Administrative Assistant** with 4 years of experience in office management, social media management, and customer service. Adept at managing schedules, handling correspondence, and ensuring smooth office operations. Known for excellent communication skills, problem-solving abilities, and a proactive approach to tasks.

WORK EXPERIENCE

ADMIN ASSISTANT

Ultimate Transport123 | 2020 - May 2024

- **Social Media Management**
- **Community Engagement**
- **Community Networking**
- **Facebook Ads**
- **Organization:** Ability to manage multiple tasks and prioritize effectively.
- **Attention to Detail:** Ensuring accuracy in all tasks..

ONLY FANS CHATTER

Amara Agency | August 2023- Jan 2024

- **Know Your Audience:** Understand what your subscribers are looking for and tailor your interactions accordingly.
- **Personalization:** Tailoring interactions to individual subscribers to make them feel valued.
- **Writing Proficiency:** Strong spelling, grammar, and punctuation to ensure clear and professional communication.

CUSTOMER SERVICE

VXI Global Holdings Solution | 2019 - 2020

- **Attention to Detail:** Ensuring accuracy in all tasks..
- **Document Preparation and Management**
- **Problem-Solving:** Ability to address issues promptly and efficiently.
- **Flexibility:** Being able to adapt to different customer personalities and changing situations

EDUCATION HISTORY

University of Mindanao

- Bachelor of Technical and teachers Education 1 year
- Undergraduate