



VERONICA GUIAO

VIRTUAL ASSISTANT
SOCIAL MEDIA SPECIALIST

PERSONAL PROFILE

Hi, I am Veronica and I am new and flexible Virtual Assistant and Social Media Specialist. I am able to work independently in busy environments and also within a team setting. I am always enthusiastic to learn and undertake new challenges and skills. I am a hard-working, honest individual. I am a good timekeeper. I am friendly, helpful and polite. I am gladly to assist you in your business success.

CONTACT DETAILS:

Mobile: +63 930 210 8974
Email: varienda24@gmail.com
FB: <https://bit.ly/2y4RStc>
Twitter: <https://twitter.com/VAByVeronicaG>
OnlineJobs.ph: <https://bit.ly/2xxkHxG>
Upwork: <https://bit.ly/2vvpQIK>
Skype: live:132073b32260f86e
Telegram: <https://t.me/nicarobin>
Website: <https://bit.ly/2y4Rdle>
Manila City, Metro Manila Philippines

SKILLS AND ABILITIES

- Data entry
- Business Branding
- Problem Solving skills
- Communication Skills
- Copywriting
- Social Media management
- Scheduling Calendar/appointments

WORK BACKGROUND

OPERATIONS SUPERVISOR

Power Up Amusement & Ent. Corp, 2016-2020

- Manage funds and allocate funds appropriately.
- Do reports such as petty cash, daily and monthly report.
- Maintain good customer service.

TRAININGS

FVA ACADEMY

Freelancing VA Course, 2020

- Batch 42
- Virtual Assistant basics
- Business branding
- Social Media Management
- Simple Web creation
- Online writing and marketing
- SEO (search engine optimization)

ACADEMIC BACKGROUND

UNIVERSIDAD DE MANILA

BS in Mathematics, 2006-2008

- Undergraduate

ACCOMPLISHMENTS

- Scheduled post for Social Media
- Organic Social Media Campaign
- SEO Analysis and Plan
- SMM Content plan
- Create my own website
- Blog Copywriting