

MAURINE

A GOAL-ORIENTED, STRATEGIC, AND EFFECTIVE INDIVIDUAL WHO IS DEDICATED TO COMMIT THE NECESSARY SKILLS AND KNOWLEDGE TO PROVIDE OPTIMUM RESULTS IN THE PROCESS



SKILLS

- Technical Proficiency
- Data Entry and Management
- Email and Calendar Management
- Social Media Management
- Project Management
- Content Creation
- Basic Graphic Design
- Video Editing
- Strong and Effective Communication
- Critical Thinking
- Conflict Resolution
- Leadership and Collaboration

EDUCATION

COLLEGE

Bachelor of Arts in English Language Studies, Cum Laude

2018 - 2022

SENIOR HIGH SCHOOL

Humanities and Social Sciences, Second Honors

2016 - 2018

JUNIOR HIGH SCHOOL

2012 - 2016

EXPERIENCE

JUNIOR PROJECT COORDINATOR

March 2024 – Present

- Assisted in executing and coordinating client project operations, collaborating with US-based Relationship Managers for seamless project completion
- Managed social media posting across Meta Business Suite, Facebook, Instagram, and Yelp
- Engaged with the community on social media platforms, fostering positive relationships and addressing inquiries
- Assisted in virtual organization and management of business events, and also trained in market research for lead and collaborator identification

GENERAL VIRTUAL ASSISTANT

March 2023 – March 2024

- Provided comprehensive virtual assistance to a Dutch client, handling various tasks to support their business needs
- Managed video editing tasks, ensuring high-quality content for online platforms and promotional materials
- Created engaging content for social media platforms to enhance brand visibility and engagement
- Edited and created presentations and other materials to support client meetings and marketing efforts
- Managed ad hoc tasks efficiently, demonstrating flexibility and adaptability to meet evolving client requirements
- Supported the client in various administrative tasks, such as email management, scheduling, and research

TECHNICAL SUPPORT AGENT

August 2022 – February 2023

- Guided customers through diagnostic and troubleshooting processes, which included use of diagnostic tools and software
- Scheduled technician appointments, collaborated with a team and other departments and ensured to follow through on committed deliverables and perform general management tasks as assigned

VIRTUAL ASSISTANT

July 2020 – January 2021

- Rendered administrative services such as making phone calls, scheduling appointments, managing emails and records
- Created presentations and did copywriting tasks upon immediate superior's request