



FREANALYNN KATHRINA MARISCAL

VIRTUAL TEAMMATE



SKILLS SUMMARY

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

TOOLS

- HubSpot
- Basecamp
- Microsoft Office
- Microsoft Excel
- Meta Business Suite
- Monday.com
- Canva
- Google Workspace
- Zendesk
- EHR/EMR (eClinicalWorks)
- ACW

PERSONAL PROFILE

An **Executive Assistant** with 5 years 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

EXECUTIVE ASSISTANT/MEDICAL VA TEAM MANAGER [finda.team \(QOROS | 2019 - 2024](#)

- Maintained positive work ethic and commitment to providing excellent service.
- Improve operations efficiency and customer satisfaction.

SALES TEAM LEAD [Transparent BPO | 2015 - 2019](#)

- Team Management
- Prepared detailed reports
- Organizes and plans essential central services

MEDICAL VIRTUAL ASSISTANT TEAM LEAD [QOROS | 2011 - 2015](#)

- Social Media Management
- Community Engagement
- Community Networking
- Facebook Ads

EDUCATION HISTORY

[STI College Southwoods](#)

- Bachelor of Business Administration, 2009
- President, Business Administration Organization
- Vice President, Really Great Marketing Club
- Member, Honorable Society
- Member, Student Helpdesk