



# ANNA LOU G.

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Project Management
- Graphic Design
- Data Entry
- Research
- Lead Generation
- Quality Assurance
- Administrative

## TOOLS

Basecamp  
Meta Business Suite  
Microsoft Office  
Adobe  
Google Workspace

## PERSONAL PROFILE

A **Versatile Professional** with a strong background in client success, graphic design, quality assurance, and project management. Proven ability to streamline processes, drive results, and foster collaborative relationships. Experienced in leading teams, managing projects, and delivering high-quality work. Skilled in communication, problem-solving, and adaptability.

## WORK EXPERIENCE

### SUBJECT MATTER EXPERT, CLIENT SUCCESS COORDINATOR

**Outsourcing Company | March 2024 - July 2024**

- Gained deep industry knowledge to refine lead generation strategies, ensuring targeting accuracy and value proposition alignment. Moreover, I focused on lead qualification and nurturing, building relationships with potential clients, and guiding them through the sales funnel.

### ILLUSTRATOR AND LAYOUT ARTIST

**Department of Education- Region 6 | October 2023- May 2024**

- Gained experience with collaborating with project leads and content developers to ensure illustrations aligned with the learning objectives of the provincial government's projects. Also, Designed layouts for the career guidance modules, incorporating text, illustrations, and infographics.

### QUALITY ASSURANCE SPECIALIST

**Outsourcing Company | October 2023- March 2024**

- Gained experience with reviewing and maintaining SOPs and conducting QA sessions. Also, proposed plans for additional training methods based on the generated report of associates' performances.

## EDUCATION HISTORY

**University of the Philippines Visayas**

Bachelor of Arts in Psychology  
Vice President of Internal Affairs, Samahang Sikolohiya  
Ambassador, UPV Peer Facilitators  
Member, Pi Gamma Mu Honor Society  
Presenter, Psychological Association of the Philippines