JAYPEE B.
VIRTUAL TEAMMATE

VIRTUAL TEAMMATE
Scalable staffing made simple

SKILLS SUMMARY

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

TOOLS

Asana
Zoho
Workday
Clickup
Trello
Airtable
Salesforce
Hubspot
Microsoft Office
Microsoft Excel
Meta Business Suite
Canva
Google Workspace
Mailchimp

PERSONAL PROFILE

An expert in various skills; the total package your business might need; I have been an **Executive Virtual Assistant/Social Media** Manager for Seven years with very happy and satisfied clients.

I assure you that you can count on me for a long-term working relationship.

WORK EXPERIENCE

EXECUTIVE ASSISTANT AND SOCIAL MEDIA MANAGER
Bluephoenix Learning | Oct 2023- Jan 2024

- Content Strategy
- Facebook, Linked In and Twitter Postings
- Graphic Designing thru Canva
- Branding
- Engagements

EXECUTIVE ASSISTANT
Red Cardinal Insurance | June 2021 - Dec 2023

- Email and Calendar Management
- Research
- Graphic Designing thru Canva Job Postings
- Meetings
- Mini Team Coaching
- Lead Mining
- Cold Calling

EXECUTIVE VIRTUAL ASSITANT
Panodime | Jan 2018- May 2021

- FB, IG and Twitter Management
- Social Media Posting
- Responding to Messages
- Creating Contents to be posted Social Media
- Email and Calendar Management
- Admin Tasks
- Graphic Designing thru Canva
- Job Postings

EDUCATION HISTORY

CITE Technical Institute Inc

- Electromechanical Technology 2012-2015