



# JOYCE E

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Bookkeeping
- Content Writing
- Social Media Management
- Website Management
- Email Management
- SEO
- Graphic Design

## TOOLS

QBO Xero Google  
Workspace  
Microsoft Excel  
Meta Business Suite  
WordPress Canva  
Workflowy  
Mailchimp Hubspot  
Monday.Com

## PERSONAL PROFILE

I am a **Bookkeeper** with two years of experience managing various accounts and assisting the accountant with reporting, client meetings, invoicing, bank reconciliation, and transaction categorization. Additionally, I was able to help the marketing team with content development and SEO.

## WORK EXPERIENCE

### ASSOCIATE BOOKKEEPER AND CONTENT WRITER

[Workergenix | 2023 - 2024](#)

- Working with various clients in bookkeeping
- Assisting the marketing team with content development

### SOCIAL MEDIA SPECIALIST

[Boss Your Life | 2022 - 2023](#)

- Create social media campaigns to increase awareness
- Graphic designing
- Manage day-to-day social media posts on different platforms

### OFF PAGE SEO SPECIALIST

[Fulfillmen, China | 2022](#)

- Manage off-page campaigns
- Link-building and mentions of business in different platforms

## EDUCATION HISTORY

[Mindanao State University](#)

- Bachelor of Business Administration, 2004
- Young Entrepreneur of the Year, 2004