



FRANCIS ARNOLD M.

VIRTUAL TEAMMATE



SKILLS SUMMARY

●●●● Digital Marketing

●●●● Video Editing

●●●● Data Entry

●●●● Internet Research

●●●● Office Software

●●●● Apps

●●●● Graphic Design

TOOLS

Adobe Photoshop

Canva Pro

Capcut

Microsoft Office

Google Suite

PERSONAL PROFILE

I am an experienced **General Virtual Assistant** with an eye for Social Media Management, Digital Marketing, Graphic Design, and Video Editing. I am a graduate of the Masterclass Virtual Assistant program from Surge.

WORK EXPERIENCE

DIGITAL MARKETING / VIDEO EDITOR

Harba Media | Jan 2024 - Present

- Assisting in crafting marketing strategies and campaigns, overseeing their execution, conducting market research on social media trends and consumer preferences.
- Collaborating with team members, and ensuring campaigns run smoothly within budget constraints.

ECOMMERCE VIRTUAL ASSISTANT

Amazon US | 2020 - 2021

- Manages Amazon Central account. Product and Keyword Listing and Research. Basic graphic design for products.
- Updates the client about tasks done by the end of the day.

CUSTOMER SERVICE

IQor Pampanga (WFH) | 2020 - 2020

- Handled customer chat support, sales, returns, and discounts for SilverStar Brands, a US retail company.

EDUCATION HISTORY

John B Lacson Maritime University

- Bachelor of Cruise Ship Management, 2007
- Cum Laude
- Associate Editor, School Publication and Yearbook Staff
- President, Student Council
- President, Cruisers Organization