



# 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