



ELF C.
VIRTUAL TEAMMATE



SKILLS SUMMARY

- Executive Support
- Administration
- Data Entry
- Lead Generation
- Appointment Setting
- Creative Design
- Microsoft Office

TOOLS

Splose
Go High Level
HubSpot
Microsoft office 365 Tools
Meta Business Suite
CapCut
Canva
Google Workspace
Scribe
Loop Components
AI Tools

PERSONAL PROFILE

Versatile Executive & Administrative Assistant with 5+ years of experience supporting executives and Service Manager, streamlining operations, and managing digital tasks. Tech-savvy, resourceful, and results-driven skilled in calendar management, client relations, content creation, and lead generation. A reliable problem-solver who thrives in fast-paced, remote environments.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

[Optimum Healthcare Australia | 2024 - 2025](#)

- Managed emails, schedules, and documents to support daily operations and reporting.
- Handled Virtual desk duties, incoming calls, and client greetings for smooth office communication.
- Created content, monitored interactions, and maintained the company website to boost online presence.
- Identified leads, managed databases, and collaborated with the sales team to support business growth.

EXECUTIVE ASSISTANT

[123 Employee | 2020 - 2023](#)

- Managed executive calendars, travel arrangements, and day-to-day communications.
- Prepared documents, meeting agendas, and handled confidential reporting.
- Provided high-level client support and maintained accurate records.
- Created and published branded content to increase social media engagement.

EDUCATION HISTORY

[Notre Dame of Dadiangas University, 2024](#)

- Bachelor of Physical Education
- Member, Sports and Wellness Club
- Participant, Intercollegiate Sports Events
- Volunteer, Student Health Programs
- President of Student Organization Body Fighting for Equality