

John

General Virtual Assistant

👋 Hey there!

Looking to conquer your busy schedule and focus on what truly matters? I'm your A+ General Virtual Assistant, and I've got your back!

When it comes to Virtual Assistance, I've got the skills that set me apart from the rest. Here's what I excel in:

- ✂ Executive Assistance: Streamlining operations and giving you the gift of time.
- ✂ Appointment Setting: Connecting your business with exciting opportunities is my specialty.
- ✂ Project Management: Keeping everything organized and on track.
- ✂ Skip Tracing: Finding elusive information is a piece of cake for me.
- ✂ List Building: Curating valuable resources to help your growth soar.
- ✂ Medico-Legal Clerical Assistance: Handling sensitive matters with care is what I do best.

Don't just take my word for it! Clients from all over the globe have showered me with praise:

"An A player, a pleasure to work with!" - Jeremy L., Las Vegas, NV

"Diligent and excellent at handling tasks!" - Ondrej S., Alborg, Denmark

"Good attitude and punctuality." - Fahd Hafeez, Calgary, Canada

📞 Ready to turn your business journey into a tale of success? Reach out to me today! Let's make amazing things happen together! 📧

Personal Details

Citizenship: Filipino

Work Experience

Legal Administrative Assistant

Expert Radiology - Guaynabo, PR

February 2023 to June 2023

- As a Virtual Assistant, I'm responsible for communicating with attorneys via email/phone, assisting in managing legal documents, and contacting referring physicians regarding urgent medical findings.

Virtual Assistant

Invest with Henry - Philadelphia, PA

March 2022 to December 2022

- The role involves engaging with Discord members, providing support, and fostering a positive community while also coordinating a Trustpilot review campaign to encourage positive reviews for Invest with Henry.

Lead Generator

TJ Solutions - Meridian, ID

April 2022 to July 2022

- The tasks involve identifying target audiences, industries, or niches for lead generation, gathering contact information, including email addresses, of potential clients, and organizing the collected data in an Excel spreadsheet or CRM system for Tj Solutions' products or services.

Virtual Administrative Assistant

Social AiM Solutions - Summerland, CA

February 2022 to July 2022

- The responsibilities include regularly monitoring and managing the YouTube creator's email inbox, engaging with clients for potential partnerships and sponsorships, serving as a communication link between clients and the creator, and presenting partnership offers and opportunities in a clear and comprehensive manner.

Appointment Setter

Financial Education - Phoenix, AZ

December 2020 to November 2021

- As an Appointment Setter at Financial Education, I identified potential clients, generated high-quality leads, pitched our e-learning programs, scheduled appointments, conducted follow-ups, managed CRM, and collaborated with the sales and marketing team to optimize lead generation efforts.

Online Tutor

Course Hero - Redwood City, CA

October 2020 to December 2020

- Offered personalized academic tutoring and mentoring to enhance students' understanding of subjects, improve problem-solving skills, and cultivate effective study habits.

Census Enumerator

Philippine Statistics Authority - Catbalogan

August 2020 to November 2020

- Conducted door-to-door visits, administered surveys, and verified data to collect accurate demographic and relevant information from households and establishments in the designated area, including follow-up visits to ensure completeness and clarity.

Education

Bachelor's in Elementary Education

Samar State University Paranas Campus - Samar

June 2015 to May 2019

Skills

- Appointment Setting (3 years)
- Email Handling & Management
- Lead Generation
- Data Entry
- Project management
- Microsoft Excel
- B2C Sales (3 years)
- Administrative experience (3 years)
- Microsoft Word
- Microsoft Powerpoint
- List building
- Skip tracing
- Web scraping
- Medical sales
- Medico-legal virtual assistance
- Legal Research
- Personal Assistant Experience
- Typing
- Calendar Management
- Admin support
- Virtual assistance

Languages

- English - Advanced
- Tagalog - Native

Links



Awards

Licensed Professional Teacher (LPT)

December 2019

Cum Laude

May 2019

Bachelor of Elementary Education (BEEd)

Class Valedictorian

May 2014

Certifications and Licenses

Licensed Professional Teacher (LPT)

December 2019 to Present

NC II Holder - CSS

June 2019 to July 2024

The COMPUTER SYSTEMS SERVICING NC II Qualification consists of competencies that one must possess to enable installing and configuring computer systems, set up computer networks and servers, and maintain and repair computer systems and networks.

Honor Graduate Eligibility (HGE) P.D 907

May 2019 to Present

The CSC said the honor graduate eligibility and foreign school honor graduate eligibility are both second-level eligibilities considered appropriate for first and second-level positions in government that do not involve the practice of the profession and are not covered by a bar, board, and other laws.