

Amor Notario

GENERAL VIRTUAL ASSISTANT

Personal Profile:

I am a seasoned freelance virtual assistant with excellent skills and successful experience of two years. I am looking into making the lives of business owners by providing help on internet research, data entry, transcription, website update and many other virtual assistance jobs. My organizational skills is exemplary which I believed very important as your virtual assistant. I am very hardworking and I am dedicated to make jobs done delegated to me on or before it is needed.



Skills & Interests:

- *Data Entry in Word, or Google Docs
- *File Management (organizing files using Dropbox etc)
- *Internet Research
- *Typing
- *Forms Creation
- *Executive Assistance
- *Sending Invoices
- *Email Management/Filtering
- *Booking appointments with clients
- *Data Base Building / Google Drive Organization

Secondary Skills :

- *Social Media Marketing
- *Transcription (transcribing voicemail, video or audio, podcasts etc.)

Contacts:

Phone: (63) 932-636-1095

Email: amornotario1988@gmail.com

Skype: live:amornotario1988

My Education:

LICENSED PROFESSIONAL TEACHER 2008

Bachelor of Elementary Education, Major in Science and Health University of Southeastern Philippines 2004-2008

My Career History:

FREELANCE VIRTUAL ASSISTANT

Konimpo | October 2017- 2018

Assisted the company owner to do stocks inventory. I helped the company in looking for new items for reselling.

FREELANCE VIRTUAL ASSISTANT

RokHardware | February 2018- June 201

My tasks involved huge cope on data organization and research on product attributes suppliers website from scratch to ready to upload for the company's website.

Social Media:

Facebook: <https://www.facebook.com/moore.s.dc>

Instagram: <https://www.instagram.com/amfiel/>

LinkedIn: <https://www.linkedin.com/in/amor-notario-5a8401181/>

