



# Jezreel Narito

General Virtual Assistant | Social Media Manager

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*"Your Assistant, Anytime, Anywhere - Making Life Easier with a Virtual Touch!"*

Hello and Welcome! I'm an experienced Virtual Assistant with a passion for helping others find success. With my organizational skills and attention to detail, I'm confident I can make your life easier. I'm an avid learner, and I'm always looking for new ways to help clients reach their goals. Let's get started and take your business to the next level!

## My Work Experience

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Paul Redding, Melbourne, Australia      March 2021- December 2022  
General Virtual Assistant/ Social Media Manager

- As a General Virtual Assistant and Social Media Manager, I'm responsible for helping businesses stay updated with the latest trends and news in their industry. I use various tools including social media platforms, content creation tools, analytics software, and more. I help businesses develop their online presence and reach new audiences. I'm also responsible for monitoring and responding to customer inquiries, creating engaging content, and engaging with influencers. My job is to help businesses stay connected and make sure their social presence is seen and heard by their target market

Atienza Firm, San Francisco, California      March 2020- January 2021  
Executive Virtual Assistant

- As an Executive Virtual Assistant, my job responsibilities include taking care of the executive's day-to-day tasks, including managing emails, scheduling meetings and appointments, managing travel plans, preparing presentations and reports, and conducting research. I also use a variety of tools to help me with my work, such as project management software, web conferencing tools, and virtual office applications. With my wit and creativity, I can efficiently manage all of the executive's tasks, allowing them to focus on the big picture and important business decisions.

BiyahekoPh Philippines      July 2016-December 2019  
Travel Agent/ Virtual Assistant

- Being a travel agent is an exciting job! You get to help people plan their dream vacations and explore the world. You must be detail-oriented and stay up-to-date with the latest travel trends to ensure that your clients have the best experience possible. You might also be responsible for booking flights, hotels, and rental cars, as well as arranging for visas and other documents. You need to be a great communicator and problem-solver, as well as have excellent customer service skills. You should also be a master multi-tasker, as you'll often be juggling multiple clients and requests. In short, it's not just a job - it's an adventure!

SM City Rosario Rosario, Cavite, Philippines      November 2011- March 2015  
Customer Service Assistant

• As a Customer Service Assistant, my job is to make sure that our customers have the best possible experience when they come to us for help. I'm the one who makes sure that their questions are answered and their problems are solved. I'm also the one who makes sure that their experience with us is as pleasant and efficient as possible. I'm the first line of defense when it comes to customer service and I take my job very seriously. I'm the one who helps our customers smile and keeps them coming back for more!

## Educational Background

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Cavite State University Cavite, Philippines      2015-2018  
Master's in Management  
major in Human Resource Management

Cavite West Point College Cavite, Philippines      2007-2011  
Bachelor of Science in Business Administration  
major in Financial Management

## Tools and Skills

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### Virtual Assistant Skills:

- Time management
- Researching
- Scheduling
- Project management
- Multi-tasking
- Organizational skills
- Communication

### Social Media Manager and Web Design Skills:

- Writing
- Content creation
- Content curation
- Audience engagement
- Analytical skills
- Understanding of social media platforms

### Email Marketing Skills:

- Copywriting
- Email automation
- Understanding of email marketing platforms
- Analytical skills
- Understanding of customer segmentation

### Product Research for E-Commerce Skills:

- Expertise in identifying customer needs and product trends
- Ability to analyze market data to identify potential product opportunities
- Skill in conducting market analysis, surveys, and focus groups
- Knowledge of online retail trends and customer behavior
- In-depth understanding of various eCommerce platforms
- Proficiency in conducting a competitive analysis
- Ability to prioritize product research tasks
- Experience in creating product roadmaps and launch plans
- Expertise in leveraging customer feedback to inform product design
- Ability to effectively communicate product research findings
- Savviness in using analytics tools to monitor and analyze product performance

### Tools for GVA

Google Apps  
Calendly  
Trello  
Asana  
Zoom  
Skype

### Tools for SMM and Web Design

WIX, WordPress, Facebook, and Instagram  
Youtube, Pinterest, Hootsuite, Buffer  
Sendible, Canva, Adobe LR, CapCut  
Clipchamp, Shopify

### Tools For Email Marketing:

Mailchimp, Convertkit, Klaviyo

### Tools

Google Trends, Keepa, Jungle Scout  
AmzScout, DSQuickview, FBA Calculator  
AliExpress, Alibaba, Amazon,  
Oberlo, DSers, Etc.

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*Jezeel Narito*