

Melanie A. Achas

YOUR FREELANCER WITH A HEART.
WHO WILL GROW WITH YOU!

WORK EXPERIENCES

General Virtual Admin Assistant - Since 2014

Administrative Assistant - May 2004 to Sept 2014

Iligan City Government, City Mayor's Office – Early Childhood Care and Development (CMO-ECCD) Encode all pertinent papers related to ECCD.

In-charge in the distribution of feeding supplies to Service Providers in 44 Barangays, collects and collates data for report and submit it to Local, Regional and National Office.

Assists in Memorandum Receipt preparation and distribution of supplies and materials to Service Providers like Rural Health Midwife, Day Care Workers and Child Development/Home Workers.

Member
in ECCD Secretariat and Disaster Team

Pediatrician Secretary - Aug 2003 to Mar 2004

In-charge in cleaning the clinic, paying bills, facilitate patience (weighing,, temperature and height), jotting down results from laboratory and hospitals.

Dentist Secretary - Apr 2002 to Jul 2003

In-charge in cleaning the clinic, paying bills, facilitates patience; assist the Dentist in preparing equipment's for dental procedures.

EDUCATION AND TRAINING

Basic Website Creation and Design
Basic Facebook Marketing
Effective Communications For Freelancers
Basic SEO Course
Free SEO Course in HubSpot
Social Media Marketing and Management
QuickBooks Software Online Bookkeeping
Facebook Ads Marketing Crash Course
Basic Amazon FBA
Instagram Marketing

**Bachelor of Science in Business Management
major in Management**

SKILLS AND EXPERTISE

Data Research/Entry
Administrative Task
LinkedIn Sales Navigator
Boolean Search
Email/Chat Support
Social Media Management
Video Transcription
Basic Photo and Video Editing
E-commerce Email Marketing
Basic SEO
Amazon Product Research
Other ad-hoc tasks
Self and Time Management Skills
Problem Solver
Proactive
Communicative
Fast-learner
Reliable
Passionate/Dedicated
Detail and results-oriented
Positive outlook in life
Great work ethics
Loves to learn
Trustworthy/Honest
Great with time management

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