



CHERRY ANN PARIS

GENERAL VIRTUAL ASSISTANT

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OBJECTIVE

I'm a highly organized and detail-oriented Virtual Assistant with 5 years of experience as an administrative assistant. I have a proven track record of successfully managing multiple projects at the same time, maintaining high-quality standards. My skills include excellent communication, problem-solving, research, and lead generation. I'm also experienced in project management. I have a strong commitment to customer satisfaction and take great pride in delivering results that exceed expectations. My goal is to provide the best service and support to ensure that clients are satisfied with the services I provide.

EXPERIENCE

December 2022 – present
General Virtual Assistant
Noodzakelijk online (Part-time)

- Lead Generation
- Copywriter
- Data Entry
- Email Support
- Updates on CRM
- Google Drive & Spreadsheets Updates Tasks

March 2014- present
Freelancer/Self Employed/SMM
Kashmirs Online Store

- Manage Buying and selling of goods online via third-party sales venues like Facebook Marketplace and Shopee.

April 2015-December 2019
Administrative Assistant
ORC Marketing Services

- Administrative and clerical support - Mailing, scanning, printing, copying Applications and phone calls.
- Maintain office supplies, checked equipment, and Inventory stocks.
- Screening and evaluating each application if completely filled out before submission to Banks.
- Helping other employees with tasks to lessen the cost of operation cost monthly salary.

REFERENCES:

Available upon request.

EDUCATION

Datamex Institute of Computer Technology
Hotel and Restaurant Management (Associate Graduated)
Pasay City
Philippines
June 2013- March 2015

GPA 1.50

La Consolacion College of Daet
Bachelor of Science in Commerce (Undergraduate)
Daet
Philippines
June 2002- Mar 2004

KEY SKILLS

- SOCIAL MEDIA MARKETING
- DIGITAL MARKETING
- SALES AND MARKETING
- FILING AND ORGANIZED
- MICROSOFT OFFICE
- TYPING AND DATA ENTRY
- CUSTOMER SERVICES
- COMMUNICATION SKILLS
- TIME MANAGEMENT
- QUICK LEARNER
- MULTITASKER
- E-COMMERCE
- NEGOTIATION
- LEAD GENERATION
- CANVA EDITING
- RESOURCEFUL