

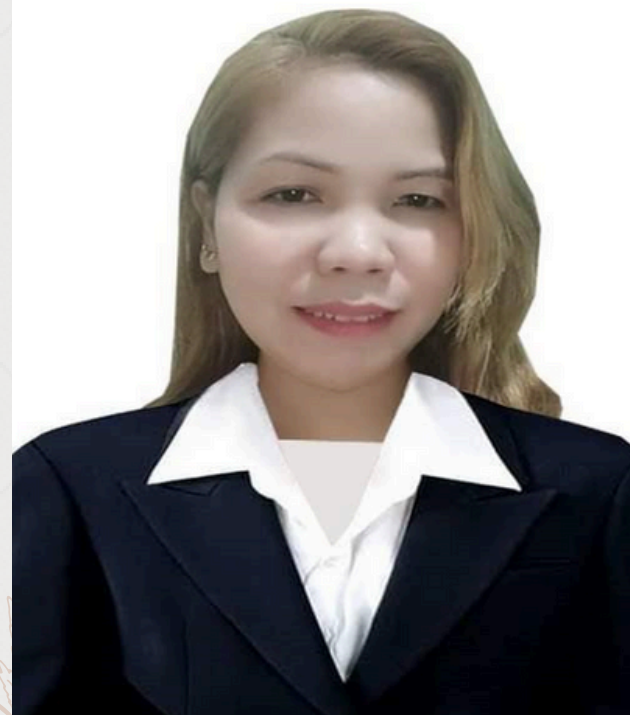
# ANALYN DAYDAY

VIRTUAL ASSISTANT

annedyfreelancer@gmail.com

+639 658436004

+639 338218542



A freelance virtual assistant who is proficient in handling administrative projects, including but not limited to: customer support, data entry and other administrative task. Can work one-on-one with small businesses to provide flexible and affordable administrative support.

## EXPERIENCE

Virtual Assistant | Studio Shodwe  
Jan 2016 – Present

- Lorem ipsum dolor sit amet.
- Quisque mattis turpis in ipsum laoreet.
- Donec sollicitudin nisi aliquam.
- Suspendisse maximus sapien.
- Nullam eget nisi vitae est.

Graphic Designer | Studio Shodwe  
Jan 2012 – 2015

- Lorem ipsum dolor sit amet.
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- Suspendisse maximus sapien.
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## SKILLS

- Customer Service/Support
- Appointment Setting
- Cold Calling
- Email Marketing
- Research, Data Collection and Data Entry
- SMM (scheduling posts)
- MS Office (Word, Excel, PowerPoint, Outlook)
- Other administrative support.
- E-mail handling and Email inbox optimization
- Calendar & Meeting Scheduling

# ANALYN M. DAYDAY

VIRTUAL ASSISTANT

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## SERVICES I CAN DO FOR YOU:

- Customer Support
- Administrative Support
- Data Entry and Management
- Social Media Management
- Research Assistance
- E-commerce Support
- Technical Support
- Order processing
- Inventory management
- Customer communication for online stores
- Troubleshooting technical issues
- Calendar management
- Email organization and response
- Appointment scheduling
- Travel arrangements

## TOOLS I'M FAMILIAR WITH:

- Trello
- Google Drive
- Dropbox
- Slack
- Microsoft Teams
- Toggl
- Gmail
- Zooms



WORK WITH  
ME NOW!