



My --- Portfolio

Freelance Virtual Assistant that specializes in Apointment Setting, Telemarketing, Email Management and Cold Calling.

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Introduction

I am an experienced and self-motivated Virtual Assistant with excellent skills. I have researched and studied virtual features extensively, and have worked for five years with a well-known Multi-National Company as a Virtual Assistant.

My passion for working as a Virtual Assistant drives me to constantly learn and improve my skills, making me proficient in communication and convincing consumers.

I have a fully equipped personal office with all the necessary virtual elements, including a professional computer, a strong internet connection and more. This ensures my availability to customers 24/7.

Furthermore, I excel in scheduling appointments, creating presentations, providing customer service, managing travel, organizing tasks, updating databases, solving problems, planning, writing content, and computer proficiency.

I believe in hard work and honesty, and strive to develop long-term professional relationships with my clients. If you hire me, I can assure you that you will not regret your decision.





About Me

Mission


In order to realize my objectives, I intend to establish precise and measurable goals, create a detailed plan of action, and consistently provide exceptional service to my clients. I recognize that the attainment of my aspirations requires a well-defined and articulated vision, which will serve as the foundation of my business strategy. Therefore, I will take a methodical and strategic approach to my business planning and development, incorporating data-driven analysis and market research to guide my decision-making. Through diligent execution of my plan and unwavering commitment to excellence, I am confident that I will achieve my goals and build a successful enterprise.

Vision

In order to achieve proficiency as a virtual assistant and serve as a source of inspiration to others, it is imperative to uphold a standard of excellence. This entails demonstrating a high level of competence in the execution of one's duties, as well as consistently embodying a positive attitude and inspiring others to pursue greatness. By doing so, one can establish a reputation as a reliable and effective virtual assistant, and contribute to the growth and success of their organization or academic institution.



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