



MAREL JADE SALVADOR



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Batangas, Philippines

EDUCATION

University of Tanauan Institute Bachelor of Science in Tourism Management

July - 2023

EXPERIENCE

Park Place Properties

Position: Executive Virtual Assistant

Period covered: January 2022 - Present

SKILLS

- Figma
- Data entry
- Notion handling
- Lead Generation
- Customer service
- Web Development
- Appointment setting
- Analytics and reporting
- Administrative support
- Funnel Designing (GHL)
- Video and photo editing
- Chat and email management

DUTIES AND RESPONSIBILITIES

- **User Interface Design:** Skilled in creating user-friendly and visually engaging interfaces using Figma.
- **Web Development:** Experienced in building responsive and functional websites using Vercel and Django frameworks.
- **Research and Analysis:** Proficient in data gathering, lead generation, and conducting detailed research for informed decision-making.
- **Notion CRM Management:** Adept at organizing tasks, managing projects, and streamlining workflows using Notion.
- **Programming:** Hands-on experience with Python, PHP, machine learning, and web development for versatile coding projects.
- **Multimedia Editing:** Proficient in video and photo editing with tools like Canva, CapCut, Adobe Suite, Photopea, and Picsart.
- **Social Media Management:** Experienced in managing content creation and engagement strategies across Instagram, Facebook, TikTok, YouTube, and Pinterest.
- **Database Management:** Competent in organizing and managing databases with Skool, MySQL, Google Firebase, and My.exprealty.

REFERENCE UPON REQUEST.