



# MAREL JADE SALVADOR



+63 954 177 9966



mareljadesalvador@gmail.com



Tanauan, Batangas



Shore Residences, MOA, Pasay

## EDUCATION

University of Tanauan Institute  
B.S. Tourism Management

July 2023

## SKILLS

- KPI
- UGC
- Figma
- Data entry
- QuickBooks
- Drone 4k pro
- Notion handling
- Lead Generation
- Website creation
- Customer service
- Web programming
- Operations support
- Funnel Designing (GHL)
- Analytics and reporting
- Video and photo editing
- Chat and email management
- Operations & handling of different social media platforms

Looking forward on our interview  
so I can elaborate more.

REFERENCE UPON REQUEST.

## EXPERIENCE

**Park Place Properties**

**Position:** Executive Virtual Assistant

**Period covered:** January 2022 - Present

## 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.