

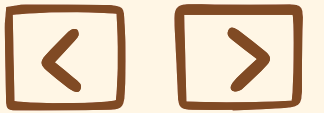
My Portfolio

With Jasmin M. Damasing





● Hi, I'm Jasmin!



I am a Virtual Assistant. I empower my clients by giving them the assistance that they need in a daily operations and tasks.

Every clients has their own difficulties and challenges. And I am here to lend my hand for them to maximize their time and focus on their growth as a person.

Once I am fully aware of what my job is, I will do my best to fulfill my duties and responsibilities as his/her assistant.

Services Offered

MISCROSOFT OFFICE

- Excel Work
- Word Work
- PowerPoint Presentation

OFFICE WORKS

- Summarizing Reports
- Appointment Scheduler

SOCIAL MEDIA MANAGEMENT

- Planning
- Post Scheduling
- Engagement
- Monitoring

VIDEO EDITING

- Vlog
- Documentary
- Occasional





Let's Connec!



Jasmin Damasing



jasmindamasing123@gmail.com