



LLOYD MIEGO

ELECTRONICS ENGINEER | EXECUTIVE ASSISTANT

PROFESSIONAL SUMMARY

Over the past five years, I've gained extensive experience as a virtual assistant in corporate, commercial, and educational settings. I excel in providing exceptional support to clients, with proficiency in video editing and virtual assistance. As a skilled video editor, I transform raw footage into compelling content using cutting-edge software, ensuring high-quality results that meet clients' needs.

EXPERIENCE

Executive Assistant

2025

Global Innvations AG

- Provided real-time chat support to the CEO, ensuring prompt and accurate communication with clients, partners, and internal team members.
- Managed and organized incoming messages across multiple platforms, prioritizing urgent inquiries and maintaining seamless workflow for high-level executive correspondence.
- Coordinated daily schedules, reminders, and follow-ups for the CEO, ensuring meetings and commitments were efficiently tracked and executed.
- Drafted, edited, and proofread messages and documents as needed, upholding the CEO's professional voice and brand tone in all communications.

Executive Assistant | Virtual Assistant

2020- 2025

Direct Client

- Provided virtual support to multiple clients across diverse industries, delivering exceptional administrative assistance tailored to their specific needs.
- Managed email accounts, responding to inquiries, filtering spam, and organizing incoming messages for improved productivity.
- Scheduled and coordinated meetings, webinars, and conference calls, taking into account different time zones and participants' availability.
- Conducted online research and compiled comprehensive reports on various topics, including market trends, competitor analysis, and social media strategies. Assisted with social media management, creating content calendars, scheduling posts, and engaging with the audience to boost online presence.

CONTACT INFO



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Lloyd Miego



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CORE COMPETENCIES

- Headhunting experience
- Expert in Providing administrative support
- Expert in Video editing
- High Interviewing skills
- Strong networking and communication skills
- Have high knowledge on
- Youtube algorithm and copyright issues
- Proactive, initiative, creative and engaged

WORK WITH ME

If you have a project idea in mind, please get in touch. I will be happy to discuss ideas with you and how we can work together.



Full Time Virtual Assistant

2021– 2022

Direct Client

- Managed administrative tasks such as email correspondence, calendar management, and appointment scheduling for a team of executives.
- Conducted extensive research on industry trends, competitors, and potential clients to support business development initiatives.
- Created and maintained databases, spreadsheets, and other documents to streamline workflows and enhance organizational efficiency.
- Assisted with travel arrangements, including booking flights, accommodations, and ground transportation for domestic and international trips.
- Acted as a liaison between clients and internal teams, ensuring effective communication and prompt resolution of inquiries and issues.

OUTSOURCED DOERS COMPANY

2023– 2024

Virtual Assistant

- Handling incoming and outgoing emails, sorting messages, responding to inquiries, and managing email subscriptions.
- Creating and scheduling posts, monitoring social media accounts, and engaging with followers.
- Assisting with marketing tasks such as content creation, SEO optimization, and managing advertising campaigns.
- Assisting with project management tasks, organizing workflows, and coordinating with team members.
- Conducting online research, gathering data, and preparing reports or summaries.
- Scheduling appointments, setting reminders, and organizing meetings.

YOUTUBE VIDEO EDITOR AND CONTENT MANAGER

2020 – 2024

Freelance

I made videos with various content, including motivational videos, explainer videos, lifestyle videos, celebrity speaker videos, crypto & NFT-related videos, real estate videos, luxury videos, and created short film videos and documentaries.