



MIRAVON TORRES

Virtual Assistant | Admin | HR Staff

CONTACT

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- 🌐 <https://miravontorresservices.vercel.app/>

SKILLS

Virtual Assistance/ Admin

- Graphic Design
- Copywriting
- Lead Generation
- Email Management
- Project Management
- Video Editing
- Data Entry
- Web Building
- Research
- Marketing
- Social Media Management

Human Resource

- Processing Payroll
- End-to-End Recruitment/ Sourcing
- Maintain Employee Records

I am a versatile Virtual Assistant, Admin, and HR enthusiast eager to embark on a career in the field. I have a strong foundation and passion for lead generation, website building, recruitment, social media management, and payroll tasks. With unwavering reliability, I excel in multitasking and consistently deliver high-quality results.

EDUCATION

Bachelor of Science in Psychology

Angeles University Foundation | 2019 - 2023

- Cum Laude
- Conducted multiple quantitative and qualitative research studies within the field of psychology.

Highschool Education

Clark Field Christian School Foundation | 2013 - 2019

- With Honors
- Best in Thesis
- Merits in Conduct

Elementary Education

Nehemiah Christian School Inc. | 2006 - 2013

- Salutatorian
- Merits in Leadership & Performance Art

- Conduct Disciplinary Actions
- Developing Psychological Assessments

Others

- Clinical Interviews
- Developing Psychological Assessments
- Cold-Calling

REFERENCES

- **Ma. Diana F. San Juan**

Head Activity Therapy Department

09055250053

ma.dianasajuan@gmail.com

- **Felipa Garcia**

Avon Branch Operator

09602262722

RELEVANT EXPERIENCE

Sales Assistant

Avon Philippines | 2021 - 2022

- Conducted direct dealer recruitment.
- Generated tri-weekly sales reports.
- Designed graphics for recruitment ads and motivating content for managers and events.

Business Owner

Divergence Project & Wear Luna | 2021-2022

- Sold over 300 products in our first 3 months.
- Managed marketing through targeted sponsored posts & direct selling.

Human Resource Intern

Angeles University Foundation | January 2023 - March 2023

- Utilized Microsoft Excel to calculate employee payroll.
- Conducted end-to-end recruitment.
- Performed double-checks on billing.
- Documented and verified employee leave, undertime, overtime, and scheduled hours.

Clinical Intern

Metro Psychiatry Inc. | September 2022 - October 2023

- Administered interviews as part of psychological assessments for individuals receiving psychiatric care.
- Conducted psychological testing for patients.
- Developed therapeutic activities
- Formulated individualized treatment plans for patients.

Guidance Office Intern

Jocson College | May 2023 - June 2023

- Carried out assessments for both educators and students.
- Performed administrative responsibilities, including documentation, serving as a school receptionist, and handling data entry.