## **PROFESSIONAL SUMMARY**

Detail-oriented and tech-savvy Virtual Assistant with 2+ years of experience supporting founders and small teams with lead generation, email outreach, content creation, and research tasks. Skilled in tools like Instantly, D7 Lead Finder, Instant Data Scraper, Beehiiv, Canva, CapCut, and ChatGPT. I’m known for being reliable, resourceful, and highly organized able to adapt quickly and deliver clean, consistent results across tasks.

### **🧩 CORE SKILLS**

**Lead Generation & Outreach** • D7 Lead Finder, Instant Data Scraper, Instantly.ai  
 • Building contact lists, email campaigns, tracking replies

**Content Support & Publishing** • Canva, CapCut, Suno – short-form visuals/audio  
 • Blog and email scheduling with Beehiiv  
 • Basic copywriting for captions, outreach, and templates

**Admin & Research** • Calendar/inbox management, SOP writing  
 • Task and content planning via Notion, Trello, Google Docs  
 • Research for topics, leads, tools, and trends

**Communication & Coordination** • Customer support (email/chat)  
 • Follow-ups, response handling, simple CRM tracking

**Tools I Use Regularly** Google Workspace, Notion, Instantly, D7, Instant Data Scraper, Beehiiv, Canva, CapCut, LANDR, Suno, Descript, TikTok, Instagram, ChatGPT, Chrome extensions

### **🧑‍💻 EXPERIENCE**

**Freelance Virtual Assistant (Remote)** *Content • Lead Gen • Admin Support* 📍Philippines | 📅 2022 – Present

* Built lead lists and ran cold outreach campaigns using D7, Instantly, and data scraper tools
* Sent 200–300 emails/day, tracked open and reply rates, and managed responses  
  Wrote SOPs and templates to support daily workflows and recurring tasks
* Created short-form content using Canva, CapCut, Suno (for Reels/TikToks)
* Published blogs and email newsletters using Beehiiv
* Researched trending topics and keywords using ChatGPT and online tools

#### **South Star Drugstore – Pharmacist Assistant & Cashier (April 2022 – October 2024)**

* Assisted customers with transactions and product inquiries.
* Maintained organized documentation for inventory and sales records.
* Provided **administrative support,** including data entry and report preparation.

#### **Nutridense Food Products – Quality Control Officer (Nov 2021 – March 2022)**

* Conducted research and data analysis for quality assurance.
* Created reports and maintained accurate records of findings.
* Assisted in **technical documentation and compliance reporting.**

#### **St. Joseph Drugstore – Pharmacist Assistant & Cashier (July 2019 – March 2020)**

* Managed customer inquiries, transactions, and prescription processing.
* Organized and maintained business records and reports.

### **EDUCATION**

**University of Luzon** – Bachelor of Science in Pharmacy (2016-2019)

**Certifications:**

* Good Manufacturing Practices (GMP) Certificate
* Hazard Analysis and Critical Control Points (HACCP) Training Certificate
* First Aid and CPR Certification

### **PREFERRED MONTHLY RATE**

**💰 PHP 25,000 - 35,000** (Negotiable based on responsibilities and scope of work.)

**WHY WORK WITH ME?**

* **Consistent & Reliable** – I stick to deadlines and keep things organized
* **Flexible & Fast Learner** – I pick up new tools and workflows quickly
* **Clear Communicator** – I know how to keep things professional and simple
* **Always Improving** – I track what works and adjust to do better next time