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🌐 https://shrmreyes.github.io/shara-virtual-assistant

# Virtual Assistant | Content Systems & Research Specialist

I help content-driven teams stay organized, research smarter, and execute faster.

## 🎯 OBJECTIVE

Highly organized and detail-driven Virtual Assistant with a strong background in content research, workflow documentation, and remote team coordination. Experienced supporting fast-paced businesses in health, wellness, and tech spaces. Seeking a long-term opportunity to help scale Vegtotable.com by streamlining operations, producing engaging content systems, and managing backend content assets with care.

## 🔧 CORE SKILLS & SYSTEMS

Content & Research

- SEO topic & keyword research (Google, AnswerThePublic, ChatGPT, etc.)

- Writing outlines, SOPs, and templates for content teams

- Content QA, proofreading, and structuring documents for readability

- Blog formatting & upload (Squarespace, Google Docs, Notion)

Digital Project Management

- Daily task planning using Asana, Trello, Monday.com

- Organizing editorial calendars and managing deadlines

- Slack + Loom communication for async teams

Admin & Creative Support

- Inbox & calendar management

- Image sourcing, Canva thumbnails, reels & video edits (Filmora, CapCut)

- Social content scheduling and post planning

Tech Proficiency

Google Workspace • Squarespace • Canva • Slack • Loom • Zoom • SEMrush (basic) • YouTube Studio • ChatGPT • Google Analytics (basic)

Typing speed: 85 WPM | 96% accuracy

## 🧠 EXPERIENCE

Freelance Virtual Assistant | Content & Admin Support (Remote)

2022 – Present

Worked with marketing teams, small business owners, and AI startups to provide consistent support across content, research, and admin systems.  
- Researched trending topics and pitched blog/video ideas for health, beauty, and AI niches  
- Created and improved 20+ SOPs, email templates, and internal workflows  
- Drafted outlines and briefing docs to guide freelance writers and clients  
- Managed visual assets: Canva images, YouTube thumbnails, brand folders  
- Helped upload and format blog posts on client sites (Squarespace, Notion)  
- Tracked deadlines and task progress in Trello and Monday.com

South Star Drugstore – Pharmacist Assistant & Admin Support

April 2022 – October 2024

- Managed daily logs, inventory reports, and POS operations  
- Provided admin support for back-office functions: data entry, purchase logs, and reporting  
- Maintained records used in compliance reviews

Nutridense Food Products – Quality Control Officer

Nov 2021 – Mar 2022

- Performed data gathering and process audits across multiple departments  
- Drafted technical compliance reports with high accuracy  
- Coordinated between QA and admin for document tracking

St. Joseph Drugstore – Assistant & Cashier

July 2019 – Mar 2020

- Handled front-desk inquiries, managed cashiering, and documented basic reports  
- Supported daily workflow across customer service and product processing

## 🎓 EDUCATION & CERTIFICATIONS

Bachelor of Science in Pharmacy  
University of Luzon | 2016 – 2019

- Good Manufacturing Practices (GMP)  
- HACCP Training  
- First Aid and CPR

## ⭐ WHY HIRE ME

- Content-ready VA – From research to uploading, I help teams move faster

- Systems thinker – I document processes, create templates, and reduce chaos

- Communicative + proactive – I ask the right questions, manage my own time, and love async work

- Always learning – Exploring SEO tools, content psychology, and AI workflows to bring more value to clients

💰 Preferred Rate: PHP 25,000–35,000/month (Negotiable based on scope)

🔗 Portfolio: https://shrmreyes.github.io/shara-virtual-assistant