



TRIXIE GORGONIO

Contact

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Address

304 AV Cruz Narra St. Kalawaan Pasig Clty

Education

2020 - PRESENT

Bachelor of Arts in English Language Studies

Arellano University - Andres Bonifacio

Competences

- Tech savvy
- Creative
- Cooperative and Punctual
- Perform errands with minimal supervision
- Highly proficient in spoken and written English

Tools used

- CRM (FollowUpBoss)
- GroupMe/Bumble/Skype/Whatsapp
- MS Office and Spreadsheet
- Canva
- Discord
- Google Voice
- Google Calendar
- Trello
- Social Media Platforms: Facebook, Instagram, and Twitter

WORK EXPERIENCE

SEPT 2022 - MARCH 2023

VIRTUAL ASSISTANT | LICENSING COORDINATOR HORIZON INC.

- Coordinated with agents through FollowUpBoss and GroupMe.
- Utilized a professional networking platform, similar to Bumble, to initiate and manage connections with potential business partners on behalf of an executive. Leveraged the platform to create opportunities for future collaboration between key stakeholders.
- Regularly tracked and assessed the attendance and performance of team members during meetings. Effectively identified active and inactive members, assessed test results, and maintained accurate records of team participation, contributing to a well-organized and informed team environment.
- Created flyers for training and meetings using Canva.
- Hosted study sessions to agents via Zoom.

(project based)

JULY - OCTOBER 2023

VIRTUAL ASSISTANT COMMITTEE FOR SOCIAL JUSTICE

- Managing calendars and coordinating meetings for clients and team members using Google Calendar.
- Calling other team members through Google Voice and Discord to discuss about a specific task.
- Providing excellent customer service by responding to emails and inquiries promptly and professionally.
- Creating Blog Posts.
- Social Media Management: Facebook, Instagram, Twitter