Manilyn Moreno

E: manilynmoreno@yahoo.com.ph | M: (+63) 925-771-2572
https://ph.linkedin.com/in/manilynmoreno
#170 Sta. Maria Magdalena, San Pablo City, Laguna 4000

Summary
- Virtual assistant known to be consistent in delivering quality results
- With 7 years experience in assisting executive and corporate clients perform administration functions
- Uses initiative to meet and resolve challenges
- Possesses strong problem solving and analytical skills
- Very organized, fast learner and has the ability to work under minimal supervision
- Core competencies in web research and recruiting

Areas of Expertise
- Web Research
- Data Entry
- Calendar Management
- Travel Planning
- Email Handling
- Recruiting
- Online Marketing
- Social Media Management

Work Experience

- Independent Contractor, Freelance Virtual Assistant   *May 2012 - Present*
Upwork Inc. (formerly oDesk)

    -Provided administrative and business support to several entrepreneurs and executives

    -Performed online marketing and lead research, successfully gained new clients through e-mail correspondence

    -Researched information from the internet and organized data in spreadsheet

for summarizing and report generation

    -Managed e-mail and social media accounts on a daily basis, ensuring quality content is posted and e-mails are updated and organized accordingly

    -Researched companies to extract contact information

• Online English tutor *July 2009 – 2012*

RareJob Inc.

    -Acted as English tutor to Japanese learners from various background and preferences

Education
- Entrepreneurs Accounting Academy, Makati City, 2015 – 2016

Bookkeeping and Entrepreneurship

- University of the Philippines- Los Baños, College, Laguna 2005-2010

Bachelor of Science in Computer Science

recipient of Department of Science and Technology   R.A.7687 scholarship program

Technical Skills
- Proficient in using Microsoft Office, Outlook, Google Apps, Quickbooks, Salesforce, JIRA, Dropbox, Skype and other tools

- Operating systems used*:* Windows Operating System, Linux Operating System