

# MAYBELYN NERI

GENERAL VIRTUAL ASSISTANT  
SOCIAL MEDIA MANAGER  
DATA ENTRY SPECIALIST

 Batangas



## SKILLS

- Web Design
- Design Thinking
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Email Management
- Admin/Organization Experience
- Inbound and Outbound Calls
- Appointment Setting
- Critical Thinking
- Communication Skills
- Setting a Schedule
- Content Creator
- Strong Communication

## EDUCATION

LA PURISIMA CONCEPCION ACADEMY  
2015 - 2021

BACHELOR OF ARTS AND COMMUNICATION  
Batangas State University  
2021 - 2022  
**Undergraduate**

## OBJECTIVES

To obtain a position in a well-cultured and renowned organization that will provide challenging targets and tremendous growth perspectives, thereby advancing my personal and leadership skills.

## EXPERIENCE

### KATSTHETIC PROJECTS | INTERN

June 2022 - June 2022

- Responsible for social media strategy, content creation and execution
- Optimizing social media platforms
- Content Creation
- Graphic Designing
- Video Editing
- Branding

### VIRTUAL ASSISTANT / DATA ENTRY SPECIALIST

True Footage (Real Estate)

April - December (1year and 8 months 2021  
-2022

- Responsible for managing the appraisal process from inception of an appraisal order through receipt of the assignment and retaining client relationship(s). Assists in organizing, prioritizing, facilitating, and monitoring the operational flow of appraisal orders by email, phone calls, AMC, and or Lender portals. Data Analysis.

### CUSTOMER SERVICE REPRESENTATIVE

Results CX (Healthcare)

August - February (6 months) 2020 -2021

- Responsible for inbound calls to assist customers with their healthcare insurance. Answering concerns related to their medication refill, drug coverage, eligibility and copayments. Doing in depth research about plan benefits that insurance offer to discuss with potential members