Contact

www.linkedin.com/in/michelle-arrienda-1b3334240 (LinkedIn)

Top Skills

Product Research
product lister
Social Media Communications

Languages

English

Michelle Arrienda

General Virtual Assistant | E-Commerce | Social Media Management

Davao, Davao Region, Philippines

Summary

My mission as a virtual assistant is to provide exceptional support and assistance to clients through virtual platforms. I leverage cutting-edge technology and my skills to streamline processes, enhance productivity, and create a seamless and efficient experience. With a strong focus on professionalism and confidentiality, I enable my clients to concentrate on their core objectives while I handle the rest.

My vision as a virtual assistant is to become a leading provider in the industry, setting the standard for excellence in virtual assistant services. I aim to constantly innovate and adapt to the evolving needs of my clients in the fast-paced digital world. By leveraging advanced technologies, adopting best practices, and continuously learning, I strive to empower my clients to achieve their goals more effectively and efficiently. My goal is to build long-term partnerships and become the trusted virtual assistant for businesses and executives worldwide.

Experience

Nanjingxie
Amazon Product Researcher
March 2023 - December 2023 (10 months)

Freelance Academy Philippines
Social Media Manager
December 2021 - October 2022 (11 months)

CZR realty
Lead Generation
February 2021 - October 2021 (9 months)

Czar mini mart
Sales Representative
October 2018 - December 2019 (1 year 3 months)

Davao, Davao Region, Philippines

Dyna
Administrative Assistant
February 2008 - February 2009 (1 year 1 month)
Davao, Davao Region, Philippines

Five one coffee
Store Cashier
February 2006 - November 2007 (1 year 10 months)
Davao, Davao Region, Philippines

FedEx
Administrative Assistant
February 2005 - April 2005 (3 months)
Davao, Davao Region, Philippines

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Education

ACLC College
none, Computer Programming, Specific Applications · (2001 - 2003)