

Contact

www.linkedin.com/in/jadeflorendo07 (LinkedIn)
www.facebook.com/jah.florendo.7
(Personal)

Top Skills

Data Entry
Prospecting
Lead Qualification

Jade Florendo

Virtual Assistant | SMM
Metro Manila

Summary

Hi, I am Jade!

As a virtual assistant, I am proficient in lead generation, data entry, administrative tasks, community engagement, and social media strategies.

I help business owners with day-to-day tasks such as business operations, clerical support, research, and enhancing their social media presence to convert audiences into leads. My responsibilities also include creating strategies to attract clients through online tools, engagement, and outreach.

Most importantly, I am a determined, fun, and easy-to-work-with person who can adapt to any environment.

Education

Leyte Normal University

Bachelor's Degree, Events Management · (August 2019 - July 2023)

ACLC College

K-12 Program Senior High School, Information Technology · (June 2017 - April 2019)