



# Meg Lean Esteves

Virtual Assistant

## CONTACT



### Address

General Santos City,  
Philippines



### Phone

+63-945-1280-120



### Email

megleanesteves101@gmail.com



### Web

megleanesteves.wordpress.com

## HARD SKILLS

- Project Management
- Email Management
- Calendar Management
- Travel Management
- Data Entry
- Social Media Management
- Copywriting
- Facebook Business Suites/Ads
- AutoCAD 2D & 3D
- Autodesk Revit

## SOFT SKILLS

- Good Communication
- Problem-solving
- Time management
- Critical thinking
- Decision-making
- Organizational
- Adaptability
- Creativity

## SOFT SKILLS

English  
Filipino

## SUMMARY

Experienced in the construction industry for 2 years, now transitioning to a Virtual Assistant role. Proficient in essential soft skills: communication, problem-solving, critical thinking, and adaptability. Backed by project and travel management, document creation, and social media expertise. Ready to provide effective virtual support with proven organizational and creative abilities.

## SKILLS

### PROJECT MANAGEMENT

- Monitored 500+ telecom projects using Google Sheet. Familiar with Microsoft Project, Primavera, Asana, Slack, Monday.com, Trello, & Airtable
- Regularly update of project timelines, tracking milestones and tasks to ensure timely project completion using excel & calendar.
- Maintain accurate and comprehensive project documentation, including plans, reports, and correspondence, for future reference.

### DATA ENTRY

- Enter project specifics, costs, and interactions into databases with precision for informed decisions.
- Maintain organized records of project progress, meetings, and milestones.
- Ensure meticulous compilation of billing documents for smooth financial transactions and project operations.

### SOCIAL MEDIA MANAGEMENT

- Create engaging content plans in Canva or Adobe Photoshop, leveraging copywriting skills for effective communication on diverse platforms.
- Engage clients online, addressing inquiries and nurturing positive relationships.
- Creating Ads like Facebook Ads

## EXPERIENCE

### JUNIOR ENGINEER

Jan 2023-Aug 2023

*SolidWurth Corporation*

- Developed plans and estimates for proposed projects.
- Managed client interactions and project contracts.
- Utilized project software for effective management like Microsoft Project, Excel and Primavera..

### PROJECT COORDINATOR

Oct 2021-Dec 2022

*Wuhan Fiberhome*

- Monitoring of 500+ telecom projects, coordinating daily progress.
- Compiled meeting minutes, presentations, and databases for higher ups.
- Collated essential billing documents and prepared for submission.
- Formulated As Built Plans for completed projects.

### PROJECT IN-CHARGE

Feb 2021-Sept 2021

*KCC Property Holdings Inc.*

- Formulated project plans and estimates for upcoming initiatives.
- Conducted weekly meetings to monitor project advancement and documented proceedings.
- Prepared vital documentation for securing building permits.

## EDUCATION

**Ramon Magsaysay Memorial Colleges**  
Bachelor's Degree of Civil Engineering

2014-2020

# VIRTUAL ASSISTANT TRAINING PHILIPPINES

## CERTIFICATE OF COMPLETION

This certificate is awarded to

**Meg Lean G. Esteves**

as proof that the above has completed the 5 days - 15 hours course of Social Media Marketing, Facebook Ads, Content Creation, Wordpress, Lead Generation and SEO.

### **VIRTUAL ASSISTANT / SOCIAL MEDIA MARKETING**

Given on this 22nd day of July, 2023



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JULIEFER ZUNIEGA

Coach



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JOMAR ENECIO

Owner / Coach

CERTIFICATE SERIES NUMBER: 16922



# CERTIFICATE OF COMPLETION

This certificate is presented to:

**MEG LEAN G. ESTEVES**

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For Successfully Completing the **Basic Wordpress Course**  
on August 22, 2023

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**LynJoy Talag-Cruz**

Course Director

BUSINESS NO. 3340368



# CERTIFICATE OF COMPLETION

This certificate is presented to:

**MEG LEAN G. ESTEVES**

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For Successfully Completing the **General Virtual Assistant Course**  
on August 22, 2023

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**LynJoy Talag-Cruz**

Course Director

BUSINESS NO. 3340368



# CERTIFICATE OF COMPLETION

This certificate is presented to:

**MEG LEAN G. ESTEVES**

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For Successfully Completing the **Social Media Management Course**  
on August 22, 2023

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**LynJoy Talag-Cruz**

Course Director

BUSINESS NO. 3340368



# CERTIFICATE OF COMPLETION

This certificate is presented to:

**MEG LEAN G. ESTEVES**

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For Successfully Completing the **Virtual Executive Assistant Course**  
on August 22, 2023

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**LynJoy Talag-Cruz**

Course Director

BUSINESS NO. 3340368





# CERTIFICATE of Completion

THIS IS TO CERTIFY THAT

**Meg Lean Esteves**

SUCCESSFULLY COMPLETED AND WAS AWARDED A CERTIFICATE IN

## ***Social Media Management***

*An online course offered by Kursoph which equips students with the best practices in handling social media accounts for brands and businesses.*



Rene Paolo R. Isyasa  
Instructor  
Kurso.ph

ISSUED: June 28, 2023

  
WWW.KURSO.PH



# CERTIFICATE of Completion

THIS IS TO CERTIFY THAT

**Meg Lean Esteves**

SUCCESSFULLY COMPLETED AND WAS AWARDED A CERTIFICATE IN

## ***Graphic Design with Canva Course***

*An online course offered by Kursoph which equips students to create foundational brand creatives and other graphic design pubmats.*

*A. Bondoc*  
Alex Bondoc  
Instructor  
Kurso.ph

ISSUED: July 23, 2023

  
WWW.KURSO.PH