



# MAE RHEEGIN JARABE

## GENERAL VIRTUAL ASSISTANT/SOCIAL MEDIA MANAGER

AN ASPIRING VIRTUAL ASSISTANT WITH PROFESSIONAL EXPERIENCE IN SALES, CASHIERING, AND STORE MANAGEMENT. WHILE I'M NEW TO THE VA INDUSTRY, I BRING STRONG CUSTOMER SERVICE, ORGANIZATION, AND ADMINISTRATIVE SKILLS DEVELOPED THROUGH REAL-WORLD WORK EXPERIENCE. I'M RELIABLE, DETAIL-ORIENTED, AND EAGER TO SUPPORT BUSINESS OWNERS BY HANDLING DAILY TASKS EFFICIENTLY.

### RECENT WORK

#### CASHIER SALES ASSOCIATE

EYE SOCIETY NUSTAR | 02/2025-10/2025

As front-line retail role that combines customer service, sales support, and cashiering.

#### STORE MANAGER

UNIHOME HARDWARE NAGACITY | 06/2022-01/2023

As a Store Manager, I ensured smooth daily operations, drove sales performance, and led staff to achieve business goals. This role strengthened my skills in task coordination, performance tracking, and customer service—skills I now apply effectively as a Virtual Assistant.

#### SALES ASSOCIATES

NATIVE STORE SMCEBU | 11/2015-06/2016

SILVER WORKS AYALA CEBU | 01/2015-10/2015

As a Sales Associate, I supported daily operations by assisting customers, handling transactions, and maintaining organized records—building strong customer service, accuracy, and multitasking skills applicable to Virtual Assistant roles.

### CONTACT DETAILS

 maerheegin.jareabe@gmail.com

 09566024005

(WHATSAPP/VIBER/TELEGRAM)

### EXPERTISE

- ADMINISTRATIVE SUPPORT
- DATA ENTRY & FILE ORGANIZATION
- EMAIL & CHAT SUPPORT
- CALENDAR & SCHEDULE MANAGEMENT
- CUSTOMER SERVICE ASSISTANCE
- ONLINE RESEARCH
- ORDER PROCESSING SUPPORT
- BASIC SOCIAL MEDIA ASSISTANCE

### INTERESTS & SKILLS

- CUSTOMER SUPPORT (CHAT, EMAIL, IN-PERSON → TRANSFERABLE TO ONLINE)
- DATA ENTRY & BASIC REPORTING
- CASH HANDLING & RECORD KEEPING
- PRODUCT MANAGEMENT & ORGANIZATION
- COMMUNICATION & PROBLEM SOLVING
- TIME MANAGEMENT & RELIABILITY



### REFERENCES

MARUELLE GULFAN



09179524753

SHARON G. ALFORQUE



09173047434

MARYJANE SIGON ADLAWAN



09323470351