



Saira May Nunez

VIRTUAL ASSISTANT

SCHOOLS ATTENDED

LAGUNA STATE POLYTECHNIC UNIVERSITY

BS INFORMATION TECHNOLOGY | June 2012 – 2016

SAN PABLO CITY NATIONAL HIGH SCHOOL

High School | June 2007 – 2011

EXECUTIVE SUMMARY

A meticulous professional with well-versed in providing quality administrative and customer service support through effectively handling remote office procedures and calls. Effectively able to meet set deadlines and process information through well-honed research skills.

SKILLS AND EXPERTISE

- Social Media Management
- Graphic and Video Creation
- Data Entry
- Calendar & Meeting Scheduling
- Research, Data Collection and Data Entry
- Project Management
- Google Suite: Drive, Docs, Sheets, Forms, Mail, Calendar, Slides
- MS Office (Word, Excel, PowerPoint, Outlook)
- Other administrative support.

CONTACT ME AT:



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Address: Brgy Del Remedio, San Pablo City, Laguna

WORK EXPERIENCED

MARKETING OFFICER

Human Shelter Realty Corporation | June 2022 – July 2023

- Selling properties like condo's, House and Lot, Leisure property and others.
- Knowledge in FB Boosting
- Customer Relation
- Clients documents assistance
- Calling prospect buyers
- Editing posters for posting on Social Media
- Product Knowledge Seminar
- Site Orientation

WORK EXPERIENCED

OPTIMIZED CUSTOMER SOLUTIONS

Data Entry/ Encoder/ Inventory

May 2016– March 2019

- Encoding invoices of salesman.
- Logging invoices.
- Balancing Sales Transaction Summary.
- Organizing files.
- Counting the stocks of salesman and then do the reconciliation for inventory.

BUSINESS THAT I AM HANDLING

Work from home | July 2024 up to present

- Property Virtual Assistant (selling house's & condo's)
- Licensed Financial Advisor
- National Certificate II Passer for Bread and Pastry Production
- Making handmade Satin ribbon flowers

VIRTUAL ASSISTANT CERTIFIED TRAINING

SOCIAL MEDIA MANAGEMENT:

Developed proficiency in social media management strategies, including content creation, scheduling, engagement, and analytics assessment.

GRAPHIC AND VIDEO CREATION USING CANVA:

Acquired skills in graphic and video design using Canva, including creating visually appealing content for various platforms and purposes.

DATA ENTRY:

Demonstrated expertise in accurate and efficient data entry techniques, ensuring the integrity and organization of information.

PROJECT MANAGEMENT:

Learned project management principles and techniques, including task organization, timeline management, and coordination with team members.

CALENDAR MANAGEMENT:

Mastered calendar management practices, including scheduling appointments, coordinating meetings, and organizing events to optimize time efficiency.

