

MAE KRISTINE VANNIRRIE SARMIENTO

EXECUTIVE VIRTUAL ASSISTANT

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Detail-oriented Virtual Assistant with 3+ years of experience skilled in modern day technologies.

Aquired various skills: from utilizing and researching AI tools, handling multiple Wordpress websites, to managing executive calendars, meetings, and travel arrangements. With a solid track record of doubling productivity by 20%, cutting costs by 20%, and raising traction and engagement by 5%.

WORK EXPERIENCE

Junior Web Developer, Otterdev

August 2023 - Present

- Implemented and maintained various responsive web front-end applications using technologies like Shopify, Webflow, Astro, and Sanity, **achieving 90% and above optimal site performance.**
- Optimized websites for performance, accessibility, and SEO which **resulted in 3% increase in website traffic and improved user experience and search engine rankings.**
- Converted design mockups into fully functional websites and immediately adapted to last minute client changes or amendments, **enhancing and improving customer satisfaction.**
- Worked with cross-functional teams to deliver **cost-saving projects on time** using agile method.
- Completed multi-page Webflow sites with modern animations **within a 2-week timeframe.**

Executive Virtual Assistant, Real Agency

July - September 2023

- Researched & created an AI affiliate programs database, **resulting an additional revenue stream.**
- **Effectively engaged with diverse audiences** due to my skillful marketing posters, eBooks, etc.
- Demonstrated proficiency in learning and utilizing AI tools for tasks, **improving office efficiency.**
- Successfully managed executive calendars, scheduled meetings, distributed detailed meeting minutes, and actively participated in calls, **resulting in enhanced overall workflow efficiency.**
- **Trained new employee** in company & regulatory compliances for smooth onboarding.

Virtual Assistant, CE Web Properties

March 2021 – February 2023

- **Regularly managed content for 4-6 WordPress sites**, ensuring consistent quality and relevance.
- Implemented SEO strategies for website content, **significantly improving organic traffic by 8%.**
- **Fostered a positive working environment** between the employer and other Virtual Assistants.
- Published & meticulously proofread numerous articles, **maintaining 100% accuracy & readability.**
- **Produced original infographics, graphs, posters, logos, etc.,** to effectively convey information.

EDUCATION

Bachelor of Science in Information Technology

June 2019 - May 2023

University of Immaculate Conception

- Specialized in Healthcare Technologies
- Cum Laude, GPA 3.697

ADDITIONAL INFORMATION

- **Languages:** English, Filipino, Cebuano
- **Certifications:** TOPCIT Level 2, Webflow CMS Level 1, Webflow 101, Layouts Level I and II
- **Awards:** DICT Region XI's Regional Pitching Competition 2021 (Student Category) Champion