



JULIUS RENZ TOLENTINO

VIRTUAL
ASSISTANT

OBJECTIVE

Goal-oriented professional seeking a virtual assistant position in your organization where I can utilize my expertise in the growth of the organization and adding its value in the market

REFERENCES

Marc Penaredondo
ILS-DOLE Manila
Labor and Employment
Officer
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Julie Serquiña
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CONTACT

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EXPERTISE

E-COMMERCE

Manage all aspects of E-commerce division and oversee the day to day operations.

WEB DESIGN

Designed and maintained complete websites from basic site to responsive site.

GRAPHIC DESIGN

Highly creative graphic designer with extensive experience in multimedia, marketing, and print design.

E-MAIL MANAGEMENT

Managed several email accounts on a daily basis, ensuring excellent customer care for our clients.

SOCIAL MEDIA

Maintained strong social media brand presence across Twitter, Facebook, and Instagram platforms.

DATA ENTRY

Detail-oriented data entry clerk with 55 WPM 10-key typing speed.

TECH SUPPORT

Assist team members and provide support and solutions to customer queries.

EXPERIENCE

2016-2017 WEB / GRAPHIC DESIGNER FREELANCER

Designed website, logo, promotional material, social media pages, to keep consistent with branding identity.

2017-2018 CUSTOMER SERVICE REPRESENTATIVE CONCENTRIX, PHILIPPINES

Attracts potential customers by answering product and service questions; suggesting information about other products and services.

2018-2019 VIRTUAL ASSISTANT FREELANCER

Specialized in e-commerce, data entry, event planning, e-mail management, customer support, social media, and personal assistant.

EDUCATION

2012-2016 BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Bulacan State University