



MARIA LOURDES SANTOS

Virtual Assistant

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Cainta Rizal, Philippines

PROFILE

I am a service oriented dedicated individual searching for the next opportunity to share and provide quality assistance for your business needs. I am a mother of two young boys and as I have done my best in my maternal responsibilities, I now focus my attention onto my next calling as a Virtual Assistant. My ongoing training shall add further skills to further boost my credibility for your business.

EDUCATION

FVA ACADEMY

Freelancing

Course | 2020

COLLEGE OF THE HOLY SPIRIT

BS-HRM | 2002

TRAININGS

- General Virtual Assistant
- Social Media Management and Marketing
- Simple Website Creation, Optimization and Management
- Online Writing and Marketing
- Search Engine Optimization
- Lead Generation
- Basic Facebook Ads
- Youtube Optimization
- Basic Email Marketing

SKILLS

- Excellent Communication Skills
- Team Player
- Problem Solving
- Leadership
- Data Entry
- Scheduling and Calendar Management
- Email Management
- Internet Research
- File Management
- MS Office