



Trained Social Media Manager

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RCSAZON



WORK



ADDRESS

B4 L14B Ruby Street
Fortuneville 1, Baliti
City of San Fernando,
Pampanga, Philippines



ABOUT ME

Experienced Real Estate Virtual Assistant with 10 years of experience and recognized by the clients as VA Rockstar Ambassador with recognitions and awards. Recipient of Find A Way values award and multiple commendations. Exper in SEO, SMM and e-Commerce industry. Loves to travel and explore new things.



SKILLS

Customer Service

Virtual Assistant

E-Commerce

Social Media Marketing

Leadership



EDUCATION

Apr 2009
Jun 2005

St. Nicolas College of Business and Technology

Associate Degree in Hotel and Restaurant Management

Mar 2005
Jun 2001

Harvardian College

Secondary Education

Mar 2001
Jun 1995

St Lucy School of the Archdiocese of Pampanga

Primary Education

Dec 2019 **SCADES Online Services**

Nov 2015

Virtual Assistant and E-Commerce Development

- Website development and maintenance.
- Helps the company to achieve objectives and revenue goals.
- Measure success of various marketing campaigns.
- Sourcing of trending products.
- Participated in cross-functional teams to execute company development plan.

Oct 2015

Oct 2009

AccuRisk Global BPO Solutions

Real Estate and General Virtual Assistant

- People development and alignment of goals to meet client objectives.
- Responds to email and phone calls.
- Maintains a calendar and book meetings.
- Responsible for billing and accounting.
- Maintains property listings and market research.
- SEO and Social Media Marketing management.