



RONEL PACQUIAO

Phone: +639092736349

E-mail: pacquiaoronelprivate@gmail.com

Address: Surigao City, Philippines

GENERAL VIRTUAL ASSISTANT

PROFILE

A self-motivated to work, less supervision and follow instruction attentively. Desiring to be part of your business and the same time to grow professionally and mentally as an effective Virtual Assistant.

EXPERIENCE

INVENTORY SPECIALIST

Elicor Trading (2017 - present)

- Organized Material/Products
- Receiving, Storing and Distributing Products
- Tracking inventory maintenance.
- Compiling Inventory Reports

TRAINING

- **Virtual Assistant** (Data Entry, Transcription, Email and Calendar Management, Appointment Setting and File Management
- **Social Media Management and Marketing** (Social Media Accounts Creation and Optimization, Social Media Content Creation, Social Media Scheduling and Posting Content
- **Simple Website Creation, Optimization and Management**
- **Search Engine Optimization**
- **Online Writing and Marketing**

SKILLS

- Computer Literate
- Good communication skill
- Can work under pressure and multi-tasking
- A can-do attitude
- Have a great attention in details

EDUCATION

BS INFORMATION TECHNOLOGY

**Surigao State College of Technology
(2014 - 2018)**