

# GVA



Mary Ann

**NUEVO**

VIRTUAL ASSISTANT | SOCIAL MEDIA MANAGER





## ABOUT ME

I am a go-getter individual who exerts a lot of effort to accomplish and achieve a satisfying outcome while delivering a timely result, as I put my heart in everything I do.

## SKILLS

- Administrative Support
- Social Media Management
- Basic Graphic Designing
- Web Management
- Email Management
- Email Marketing
- Lead Generation
- Web Research
- Editing & Proof-reading
- Customer Service

## CONTACT

-  [nuevo.maryann08@gmail.com](mailto:nuevo.maryann08@gmail.com)
-  [www.linkedin.com/in/mary-ann-nuevo](https://www.linkedin.com/in/mary-ann-nuevo)
-  [facebook.com/heyitsMaryAnn](https://facebook.com/heyitsMaryAnn)  
[facebook.com/virtualassistantann](https://facebook.com/virtualassistantann)
-  <https://nuevomaryann08.wixsite.com/thevirtualann>

## EDUCATION / TRAINING

**HOME BASED JOB PART-TIME & FULL-TIME FB PAGE**  
Virtual Assistance Course

**FHMOMS ONLINE UNIVERSITY**  
General Virtual Assistance Training

**ST. MARY'S COLLEGE OF CATBALOGAN**  
Bachelor's Degree in Computer Science

## WORK EXPERIENCE

**Data Entry | Web Researcher | Virtual Assistant**  
**2019 - 2020**

- Assists client with administrative tasks
- Responsible for accurately inputting high volume of data from sources

**Social Media Manager**  
**Various Accounts | Project-Based**

- Creates social media posts and maintains the page
- Assisting customers' concern and assuring after-sales satisfaction

**Medical Assistant - Dermatology Clinic**  
**RTR Hospital - Tacloban | 2017 - 2018**

- Provide good customer service to the patients, respond to queries, and answering incoming & outgoing phone calls.
- Handled administrative tasks like filing and updating medical records, organizing and scheduling appointments, and checking of inventory

## TOOLS AND APPS

- MS OFFICE TOOLS
- GOOGLE DRIVE
- DROPBOX
- ASANA
- TRELLO
- MONDAY
- CALENDLY
- CANVA
- PHOTOSHOP
- POWTOON
- ANIMAKER
- WORDPRESS
- WIX
- SHOPIFY
- AIRCALL
- 8X8
- HOOTSUITE
- BUFFER
- LATER
- BIT.LY
- MAILCHIMP
- ACTIVE CAMPAIGN
- BENCHMARK
- ZAPIER
- ZENDESK
- ZOHO
- LASTPASS

## IQ TEST

### Result of your IQ test

You have answered 9 of the 10 questions correctly.

That indicates an IQ score of 125 or more. That equals a university education level. In principle you do not have to be concerned that you will get a very low score on a comprehensive IQ test.

## ENGLISH TEST

### ? Test your Level of English Grammar/Vocabulary

How well do you understand English? Which exam should you study for?  
This test contains grammar and vocabulary questions and your test result will help you choose a level to practise at. You will not be able to see the correct answers to the questions.  
At the end of the test your level will be assessed at a CEF level (A2 to C2). You can choose to have the results sent to your email address.  
You should complete this test in about 10 minutes. You can also do a listening level test.

You have completed the English Level Test

Congratulations! Your level is C1 (advanced)

C1

This is approximately equivalent to a pass at CAE, an IELTS band score of 7.5 or 100 at TOEFL iBT

Time taken: 6 minutes, 15 seconds

Restart

Email results

### Booking Clerk

City Tours Inc. | 2016 - 2017

- Provide necessary information about travel schedule and availability of seats
- Issue tickets and collect payment for the reservation
- Create daily sales report

### Community Emopowerment Facilitator

DSWD R08 | 2015 - 2016

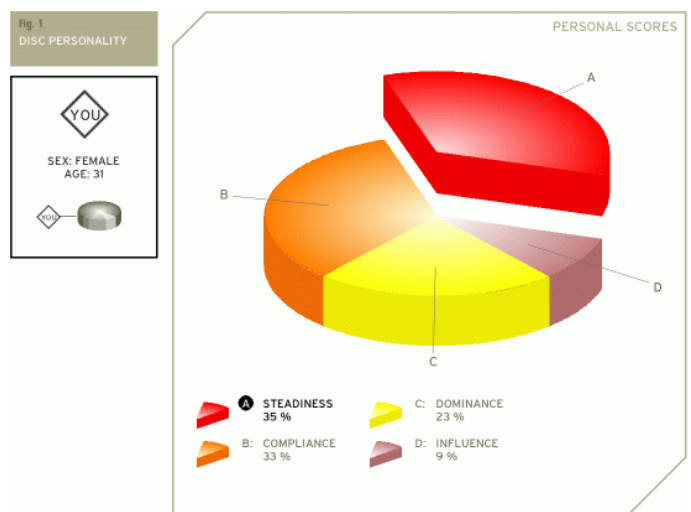
- Facilitate and monitoring the implementation of infrastructure project in the community
- Provide technical and organizational support to the community
- Organize files and records for validation and reports
- Submit monthly accomplishment and other reports

### Data Encoder | Clerk

Samar Provincial Capitol | 2013 - 2015

- Sort out submitted scholarship application forms by municipality
- Enter accurately and maintain data of provincial scholars in database
- Organizing and filing of printed over-all scholar lists
- Provide administrative support

## DISC PERSONALITY



### Your DISC personality type

Your unique sequence of scores characterizes you in a specific way. The positive impact you are likely to make on people is:

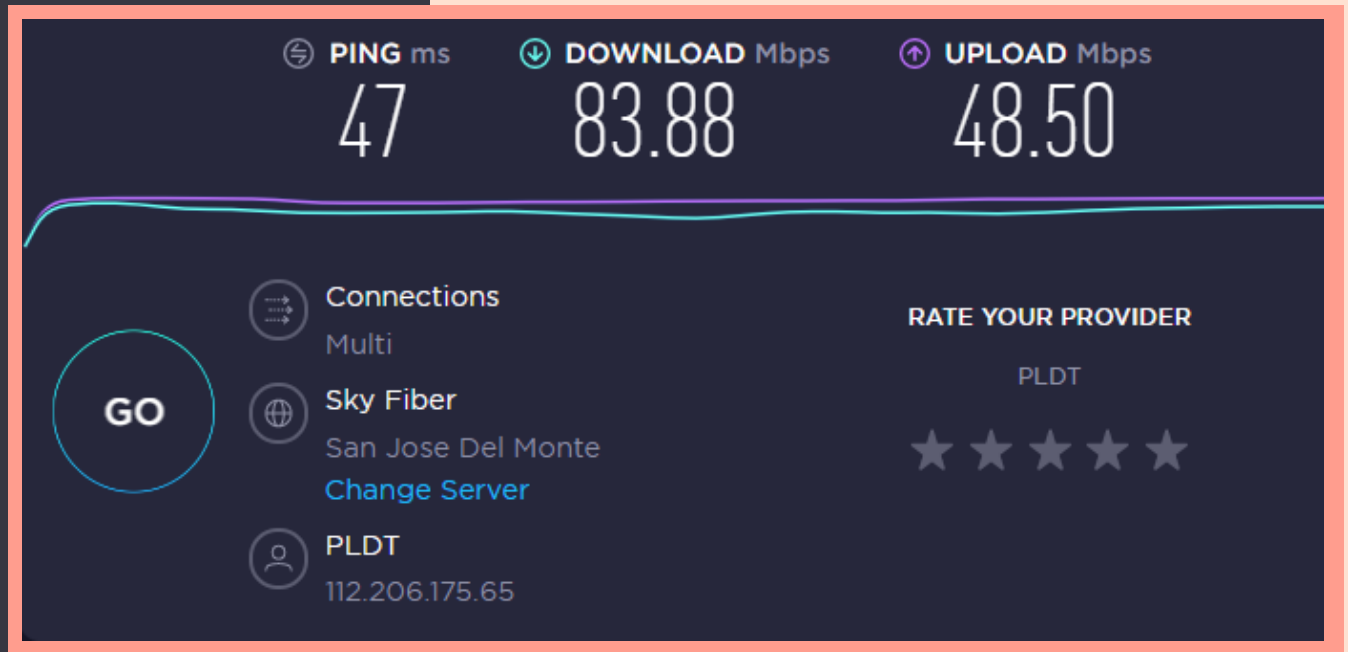
*You are tenacious and determined to follow a course of action - to achieve objectives.*

*You are a clear thinker. You have an inner need to be objective and analytical. You like to pursue a definite course of action. You respond to logic rather than emotion. You are likely to be particularly good at handling challenging technical assignments.*

Share quote

## INTERNET SPEED TEST

<https://www.speedtest.net/result/9678901253>



## LAPTOP SPECIFICATION

### View basic information about your computer

#### Windows edition

Windows 10 Pro

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#### System

Processor: Intel(R) Core(TM) i3-7020U CPU @ 2.30GHz 2.30 GHz

Installed memory (RAM): 8.00 GB (7.88 GB usable)

System type: 64-bit Operating System, x64-based processor

Pen and Touch: No Pen or Touch Input is available for this Display

#### Computer name, domain, and workgroup settings

Computer name: DESKTOP-49N4TLO

Full computer name: DESKTOP-49N4TLO

Computer description:

Workgroup: WORKGROUP