

# GRACE ARGARIN

V I R T U A L   A S S I S T A N T



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## PROFILE

I am an experienced and qualified Virtual Assistant with two years of experience in admin tasks and social media management. Strong communication skills and organizational skills. Team player with an eye for detail.

## SKILLS

- Organizational Skills
- Excellent Communication Skills
- Community Skills
- Admin and Computer Skills
- Strong Work Ethic
- Multi-tasking skills

## EXPERIENCE

### VIRTUAL ASSISTANT

Aweasocial Collaboratives

2020 - Present

- Research task and other admin tasks
- Creating and administering content on all social media
- Monitor site metrics, respond to reader comments, and oversee creative design.
- Engaging with fans and followers

### RESERVATION SALES SPECIALIST

IHG Baguio

2016 - 2018

- Book reservations and use suggestive selling techniques
- Promote hotel brands and core values
- Work effectively by understanding, trusting, and using tools and information appropriately.

### CUSTOMER SERVICE REPRESENTATIVE

Sitel Baguio

2007 - 2015

- Addressed customer service inquiries in a timely fashion
- Provide customer service to resolve problems

## EDUCATION

### BACHELOR OF SCIENCE IN ACCOUNTANCY

Saint Louis University Baguio

2001-2007

## MY REFERENCE

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