



JEFREY

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

GENERAL VIRTUAL ASSISTANT

99 Creatives | 1 Year, 1 Month

SKILLS/AREAS OF EXPERTISE

- Administrative tasks
- Email management
- Data Entry
- Research
- Report Preparation
- Customer Service
- Content Creation
- Scheduling
- Social Media Management
- Video Editing

TECHNOLOGY

- Social Media
- Zoom
- Microsoft office
- Slack
- Capcut

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