



HANNAH

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

VIRTUAL ASSISTANT

Hammerjack Pty Ltd (Cornerstone Risk Group – Australia) | Aug 2023 – Jan 2025 (1 Year, 5 Months)

- Managed client documentation, prepared insurance schedules, handled policy renewals, and maintained CRM systems for an Australian insurance firm.

CUSTOMER SERVICE REPRESENTATIVE – SOCIAL MEDIA CONTENT MODERATOR

Majorel Philippines (Teleperformance) | Aug 2022 – Jun 2023 (10 Months)

- Reviewed and moderated social media content to ensure adherence to platform policies and community safety standards.

ADMINISTRATIVE OFFICER

Fusion Growth Partners (USA) | May 2021 – Feb 2022 (9 Months)

- Handled remote escrow management, document auditing, and email correspondence to support U.S.-based operational processes.

SKILLS/AREAS OF EXPERTISE

- Administrative Tasks
- Content Creation
- Client File Management
- Handling Claims Through CRM
- Social Media Management
- Content Review
- File Management
- Customer Service
- Email Management
- Calendar Management
- Managing Digital Client Files

TECHNOLOGY

- Google Workspace
- Microsoft 365
- Social Media Platforms
- Canva
- Various CRM tools
- Inside Support
- Sunrise
- Calendly

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