



DALE

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Administrative Support
- Executive Assistance
- Social Media Management
- Email Management
- Calendar Management
- Customer Service
- Administrative Tasks
- Marketing Support
- Personal Assistant Support
- Content Creation
- Social Media Scheduling
- Community Engagement
- Customer Communication
- Inbox Management
- Data Entry
- Research
- Appointment Coordination
- Purchase & Bill Management
- Analytics & Performance Monitoring
- Time Management
- Organization & Multitasking

TOOLS

- Canva
- Microsoft Office Suite
- Mailchimp

Results-driven Virtual Assistant with 4+ years of experience providing executive support, administrative coordination, customer service, and social media management for remote businesses. Proven track record of managing executive calendars and email inboxes, coordinating day-to-day operations, creating engaging social media content, and delivering exceptional customer support while maintaining organized workflows and strong client relationships. Brings strong expertise in administrative support, calendar and email management, social media management, customer service, and communication, helping organizations streamline operations, improve executive productivity, and deliver seamless client experiences.

WORK EXPERIENCE

ADMINISTRATOR

Healthcare, Scientific, and Medical Writing LLC. | January 2025 – January 2026 (1 Year)

- Managed daily administrative operations, coordinated multiple email inboxes, scheduled social media content, supported marketing and communications, served as the founder's executive assistant by managing calendars and emails, handled purchases and bill payments, and completed various administrative tasks.

SOCIAL MEDIA VIRTUAL ASSISTANT

Virtual Assistant Academy | 2022 – 2025 (3 Years)

- Managed and optimized client social media accounts, created engaging content, implemented visibility and growth strategies, monitored analytics, and used performance data to improve audience engagement and online presence.

CUSTOMER SERVICE REPRESENTATIVE

Teleperformance PH | 2021 – 2022 (1 Year)

- Resolved banking product and service inquiries for U.S. customers, provided exceptional customer support, handled account-related concerns, and built strong customer relationships through effective communication and problem-solving.

AIRCRAFT MECHANIC

Philippine AirAsia / Cathay Pacific | 2018 – 2020 (2 Years)

- Assisted certified mechanics with routine aircraft maintenance, repairs, and safety inspections while ensuring compliance with aviation safety and airworthiness standards.

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