



# MARIE KRIS CALIPAYAN

## Virtual Assistant and Social Media Manager

Lets empower your business with seamless efficiency, I am your dedicated Virtual Assistant who transforms challenges into opportunities. With a diverse skill set in social media management, graphic design, video editing, website design, lead generation, data entry, email management and marketing, and calendar management, I ensure every task is handled with utmost precision. Leveraging innovative tools like Canva, CapCut, Trello, Notion, Google Workspace and more, I am committed to making your life easier by taking the load off your shoulders. Let's collaborate to elevate your success!

## WORK EXPERIENCED

### HMK Perfume Social Media Manager March 2023-July. 2023

- Manage Facebook page
- Creating content
- Editing graphics and videos
- Scheduling post
- Answering inquiries

### Remotevendors Virtual Assistant June 2023-July. 2023

- Creating graphics and videos for social media post
- Lead generation
- Email Marketing
- Web Research
- Appointment setting through DM outreach

### GTA Tuitions Social Media Manager Aug. 2023-Jan. 2024

- Manage Facebook page
- Creating content
- Editing graphics and videos
- Scheduling post
- Answering inquiries

### LS Trading OPS Social Media Manager Sept. 2023-Dec. 2023

- Manage Facebook page
- Creating content
- Editing graphics and videos
- Scheduling post
- Answering inquiries

## EDUCATION BACKGROUND

BSBA major in Management

Notre Dame University (2010-2012)

- Undergraduate

## REFERENCE

### Juls S. Zuniega

Virtual Assistant Training Philippines-Coach  
santiagojuliefer@yahoo.com  
+639451806934

### Mehtap Gunay

Remotevendor CEO  
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## CONTACT

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## SKILLS

- Social Media Management
- Graphic Design
- Video Editing
- Data Entry
- Email Management
- Calendar Management
- Content Creation
- Lead Generation
- Website Design

## TOOLS I USE

- Trello
- Notion
- Click-up
- Filmora
- Canva
- Apollo io
- Capcut
- Pinterest
- Google Workspace
- Google Sheets
- Remini
- Google Doc
- ChatGPT
- Zoom
- Microsoft Word
- Loom