



Reymart O. Baludio

Executive Virtual Assistant

About Me

A civil servant with a background in customer service, administrative support, and auditing, I bring strong corporate experience as a virtual assistant, excelling in attention to detail, time management, and professionalism to support your success

Expertise Skill

- Content Creation (Graphic and Video)
- Email & File Management
- Customer Support (Email)
- Social Media Management and Automation
- Facebook Campaign
- Appointment and Event Setting

Contact Me

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-  Koronadal City, South Cotabato

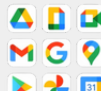
Education

- 2011- 2014
STI College Koronadal
Bachelor of Science in Business Administration Major in Operations Management

Training/ Seminar

- **Master Virtual Assistant**
Surge Freelancing Marketplace
 - Create logos, Facebook carousel and marketing posts
 - Run Facebook Campaign, Ads, Split Testing and Ad set
 - Facebook moderation, scheduled post and autoreply
 - Organize Email by assigning labels, setting away message and adding email signature
 - Set appointment and meeting in Google Calendar
 - Assign task using Trello and communicate using Slack

Tools

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