

MANILYN MATUDIO

VIRTUAL ASSISTANT/ SMM

EDUCATION

CAPITOL UNIVERSITY

MARCH 2010 | BSN with Medical Transcriptionist Certificate

EXPERIENCE

2021-2022 ONLINE BUSINESS OWNER

- Product Posting, Scheduling Post
- Product Picture Layouting
- Replying to comment or messages
- Running Analytics
- Social Media Management
- Content Creator
- Engager

2021 ONLINE TRANSCRIPTION (ONLINE JOB)

- Transcribing audio assigned by the company

2017 OUTBOUND MEDICAL RESOURCES (ONLINE JOB)

- Summarizing and reviewing files downloaded at Sync and uploaded in FreedCamp

2013-2017 ADMINISTRATIVE ASSOCIATE (MedAsia Health Care Phils. Inc.)

- Creating and Maintaining Files for both electronic and physical for monthly report
- Editing and Printing Health Cards
- Data Entry
- Email Management
- Office Supplies Procurement

2010-2012 DEPARTMENT SECRETARY (Uniwell Technologies Corp.)

- Creating and Maintaining Files for both electronic and physical for monthly report
- Editing and Printing Health Cards
- Data Entry
- Email Management
- Monthly Sales Report



ABOUT ME

I've had the pleasure to work in an outstanding Administrative Support position for four years and one month, as well as two years as a Department Secretary and an Online Medical Claims Reviewer. I trained and participated in Virtual Assistant course training and Social Media Management, which has enabled me to grow and establish myself in this competitive field.

SKILLS

Social Media Management
Email Management
Microsoft Office
Product Searching & Listing
Google Apps
Layouting
Canva Graphic Designer
Basic Video Editing
Data Entry

CONTACT

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