



JOB APPLICATION RESUME AND PROPOSAL

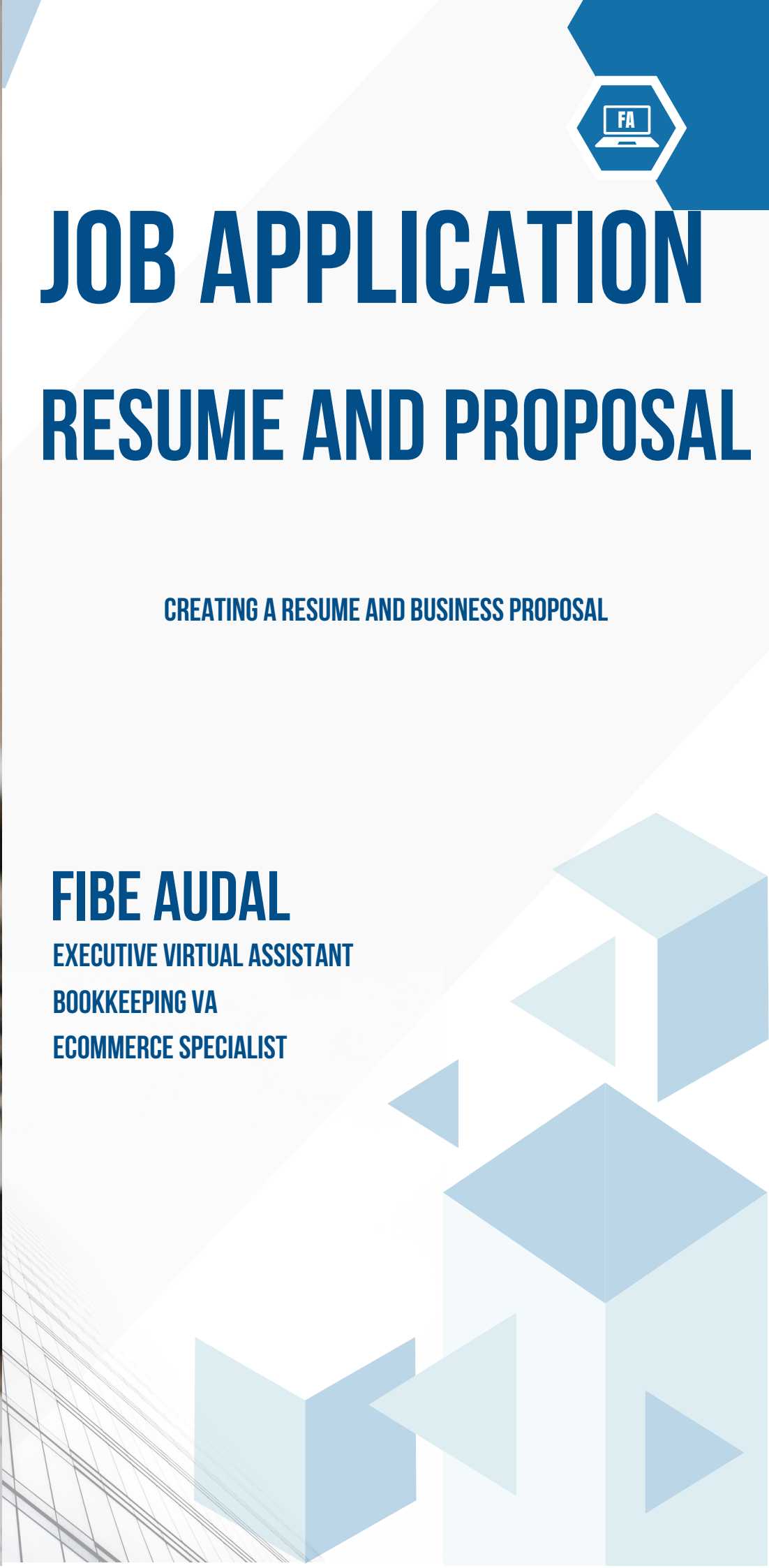
CREATING A RESUME AND BUSINESS PROPOSAL

FIBE AUDAL

EXECUTIVE VIRTUAL ASSISTANT

BOOKKEEPING VA

ECOMMERCE SPECIALIST





FIBE AUDAL

Executive Virtual Assistant
Ecommerce Specialist
Bookkeeping VA

ABOUT ME

I am passionate in helping entrepreneurs and executives make their lives easier. I am highly skilled, competitive and easily learns and adapt to any working environment. I am team player and my goal is to give my best for us to have a long term business and relationship.

WORK EXPERIENCE

Logicbase | 2019-2021

QA Tester

- Ensures functionality and reliability of software
- Detailed reports on error and bugs
- Identify software weaknesses and suggests ideas for improvement based on Graphic User Interface

Freelance | 2009 - 2015

Executive Virtual Assistant

- Project management
- Administrative and organizational support
- Email management
- Social media management
- SEO
- Website manager
- Graphic design
- Wordpress website management
- Powerpoint presentations

Online Business | 2014-2023

Owner

- Oversee overall operations
- Budget and financial management
- Sales and marketing
- Social media management
- Chat and in person customer service
- Stocks analysis and estimation
- Ecommerce manager (Shopee, Tiktok and Shopify)

WORK EXPERIENCE

Convergys | 2009

Customer Service Representative

- Providing support and after sales to customers
- Maintaining positive customer relationships
- Identifying and resolving technical issues
- Effective communication with clients

Stickymedia Solutions | 2008

SEO

- Increase website visibility
- Link building
- Create articles and contents
- Optimizing on-page and off-page
- Enhance website's overall internet presence

EDUCATION

- 2003-2008
University of Science and
Technology of Southern Philippines
Bachelor of Science in Computer
Engineering

LANGUAGE SKILL

- English
- Filipino

SKILLS AND SERVICES

- Customer service
- Website management
- Team player
- Administrative Tasks
- Social media management
- Adaptable
- Email management
- Can work with less to no supervision
- Fast learner

TRAININGS/COURSES FROM SURGE MARKETPLACE

- Freelancing Course
- Online Bookkeeping Course
- Quickbooks Certification Plus
- Xero Certification Plus
- Online Accounting Course
- Project management Course
- Facebook ads and marketing
- Supply Chain Management
- Search Engine Optimization
- Shopify E-commerce Course



TRAININGS FROM YOUR VA BUDDY

- Amazon Online Arbitrage
- Amazon Store management

SOFTWARE FAMILIARITY





FIBE AUDAL

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Dear [Name of Client],

June 15, 2023

I am writing to express my interest in the Executive Virtual Assistant position in your company.

With my years of experience in handling various tasks and projects as a Virtual assistant, I am pretty sure I will be a valuable asset in your company.

Throughout the entirety of previous jobs and experiences, I have provided a well rounded and strong support to businesses and entrepreneurs. I have honed my skills in time and project management, technical and administrative tasks, as well as being pro active in dealing with various challenges that arises.

Here are some highlights of my qualifications which can be useful in your company:

1. Administrative and organizational skills : I am skilled in prioritizing tasks and managing multiple projects as well as being detailed on information.
2. Excellent communication: I possess exceptional verbal and written communication skills for a professional collaboration of ideas and output.
3. Technical skills: I am not your average Virtual assistant. I take pride on being a fast learner and learnt a lot of technical tasks throughout my years of experience. And I can easily adapt to new technologies that we may use for the success of our business.

I am confident that my skills, integrity, commitment and dedication would be of the best interest on your organization.

I am available anytime at your convenience to discuss my qualifications and experience.

Best Regards,

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