



Rose Anne D Manallo

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June 17, 1993

Married

640 Monte Carlo residences Nuestra Sra dela Paz Brgy San Antonio
Paranaque City, Philippines

Objectives: A highly and hard-working individual looking for a responsible position to gain experience.

Education: Polytechnic University of the Philippines (Dean's Lister) June 2010- April 2014

Work Experience:

- VA Bar Academy Intern
General Virtual Assistant
Nov-2023 Jan 2024
- Lead Generation Specialist & Social Media Manager
Yo Travel Girl Travel Agency
Dec 2023 to March 2024
Content creator, Lead gen, Admin task
- Freelancer International Sales Agent
FlareXport Global Trading Limited
Nov -2023 Jan 2024
Administrative task, Email Marketing, cold caller, Appointment setter
- Account Specialist/Customer Support Expert
East west Bank Corporation
Jul 2018 -Dec 2022
Inbound/Outbound call, assisting customers, solving customer complaints, process requests, scheduling appointments, and following up on outbound calls.
- New Account/ Teller
Equicom Savings Bank
Apr 2016 - Jun 2018
open new accounts, administrative tasks, filing, processing requests, documentation, and organizing documents

- Retail Supervisor Suyen Corporation
“Bench” Jul 2014 - Mar 2016
Maintaining inventory levels and prices. monitor sales, identify areas in need of replenishment and order new products as necessary. Checking stocks and cleaning of shelves. Checking overall store condition and Hitting quotas. Providing SWOT analysis to higher superior.

Skills:

- Communication skills, both oral and written
- Attention to details, Self-motivation and discipline, to work independently and efficiently
- Time management and organizational skills, to handle multiple tasks and deadlines
- Can work under pressure and with minimum supervision
- knowledge about; Administrative task, Social Media Management, Lead Generation, Email Marketing, Graphic Design and Expert in customer Support.
- Tools I know; Slack, Meta Business Suite, Buffer, Jibble, Canva, Capcut, Remove. Bg, Trello, apollo io, Boolean techniques.

Professional References:

Varnit Garg
CEO -FlareXport Global Trading Limited
+6596344524

Yolanda Tyler
CEO - Yo Travel Girl Travel Agency
+1 314-281-1560

Girly E Feratero
Founder -VA Bar Academy
Infothevabar15@gmail.com

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.