





Kathleen Grace Madayag

I'm an experienced Freelance Virtual Assistant who has developed a strong attention to detail, good communication skills, and a responsible approach to creative tasks.

Contact

-  kathleengrace2424@gmail.com
-  +63 906-018-9265
-  Bel Monte Subd., Brgy. Maligaya, Science city of Muñoz, N.E.

Expertise

- Social Media Marketing
- Content Creation
- Wordpress
- Computer Literate
- Multi-tasking
- Good Communication

Education

La Fortuna College 2006-2008

Associate in Hotel Restaurant Management

Central Luzon State University 2001-2003

Bachelor of Food Technology

Experiences

General Virtual Assistant June, 2019 - August, 2020

Data Entry Specialist Sept., 2015 - February, 2019

Email & Website Scraper March, 2013 - February, 2014

Skip Tracing April, 2012 - December, 2012

Amazon and Ebay Customer Service Representative Oct, 2011 - February, 2012

Seminar and Training

EZACC Training Center september, 2023

6 Days course of Social Media Marketing, Lead Generation, SOE and Bookkeeping for Virtual Assistant.

References

Ariane Chloe B. Topacio, Course Trainor
ezacctrainingcenter.fp3@gmail.com