

# Nathalie

## IGNACIO

GENERAL VIRTUAL  
ASSISTANT



### **WhatsApp Number**

+63 9088198030

### **Email**

va@advancephva.com

## **YEARS OF EXPERIENCE**

With more than 3 years of experience as a General Virtual Assistant, I am fully equipped and capable of different tasks. Accomplished and experienced in developing and executing marketing strategies with the unique ability to understand the ongoing market scenario and customer trends using exceptional marketing communication skills. Managed and updated Social Media Accounts, Recruitment development, and Coordinate events. Researched information from the web used to create documents and reports for clients. Managed several accounts daily, ensuring excellent customer care for clients.

I have a sharp insight into the aid of content production and creative pursuits. And is experienced in independence in marketing copywriting tasks (blog, article), with a short turnaround time.

I've been on the Business Process Outsourcing for 1 year and have handled accounts with exceptional professionalism. Has extensive experience in the Marketing and Technical Support industries.

## **STRENGTHS**

- SOCIAL MEDIA MANAGEMENT - Facebook, Instagram, LinkedIn, Pinterest, and Twitter
- CRM - HubSpot, Bitrix, Highrise, Salesforce, Zoho, Keap
- ADMINISTRATIVE- content writing, task management, data entry, research, organizing calendars
- GRAPHIC DESIGN
- VIDEO EDITING
- PODCAST EDITING
- EYE FOR DETAIL- proofreading, documentation, data entry

## **TOOLS & SOFTWARE**

- Microsoft Office (Word, Excel, PowerPoint, Publisher) Google Apps
- Buffer, Hootsuite, Planoly, Later, Facebook Studio Hubstaff
- Task Management (Trello, Bitrix 24 & Asana)
- CRM - HubSpot, Highrise, Mailchimp, ActiveCampaign, Keap
- Filmora, Canva, Headliner, Kapwing
- Wordpress , GoDaddy, Weebly, Wix, Kajabi, Kartra, Clickfunnels, Unbounce, Thinkific
- Shopify, Etsy, Amazo
- Zapier

## **BEST ABILITIES**

- Wise & Detail-Oriented
- Hardworking Willingness to Grow Reliable & Honest
- Collaborative

## **LINKS TO SOME PROJECTS**

- <https://www.raeirelan.com>
- <https://www.raeirelan.com/the-distance-of-a-dream>
- <https://www.raeirelan.com/the-blossoming-of-belief>
- <https://mailchi.mp/4b4feb0b1cf9/testimonials>
- <https://www.raeirelan.com/the-soulfully-sold-out-mastermind>
- <https://www.raeirelan.com/global-goddess>
- <https://www.raeirelan.com/podcasts/miracle-moment>
- <https://tonycoach.com>
- <https://mailchi.mp/b29dd0632ab1/restructuring-and-building-your-lost-credit>
- <https://molding-minds.teachable.com/>
- <https://msbush12.wixsite.com/molding-minds>
- <https://rollingwithvik.com>
- <https://www.malkashivdasani.com/>
- <https://anthony-altomare.mykajabi.com/vsl-1>
- <https://www.anayza.com>
- <https://www.anayza.com/resources>
- <https://www.anayza.com/embodyedsoulretreat>
- <https://www.anayza.com/soulletters>
- <https://deals.tishsglitchs.com/>
- <https://tishsfreebies.my.canva.site/>
- <https://tishsfreebies.com/>
- <https://www.knowyourways.com/taxconference>
- <https://beabusinessballer.com/>
- <https://natashahightower.ck.page/ebook>
- <https://natashahightower.ck.page/freebie>
- <https://www.ncmhg.com/>