



CECILLE CUSTO

GENERAL VIRTUAL ASSISTANT/SOCIAL MEDIA MANAGER

Education History



- * Masters in Public Administration
Cagara State University 2019-2021
- * Bachelor's degree in Forestry
Caraga State University 2007-2012

Work Experience



* Real Estate Virtual Assistant 2018-2020

- Find and coordinate with an agent for potential referral (buyer/seller) and send referral using docusign to the right agent for the client
- Contact the lead which are generated via google ads and connect them to their agent
- Ensure that the database are all set-up and organize following the stages (pipeline) of every lead
- Text and call agents for follow-up of the status of the client referred to them (once a week)
- Ensure that all agents are placed in agent's preferred map with the note of the areas they served
- Monitor the pipeline form new leads to closing
- Coordinate always with the Team leader of the Realty
- Attend daily huddle with the team using Slack, Asana and Zoom

* Caliber Virtual Academy November 2020-November 2021

- Social Media Manager
- Led Generation
- Data Entry
- Content and Copywriting
- Email Management

* B2B Nations November 2021-February 2022

- Administrator
- Graphic Designer
- Manage and Maintain Community
- Led Generation

*Your Select/CPA, P.C. March 2021-March 2022

- Virtual Assistant Service Provider:
- Email Support (copywriting & scheduling)
- Social Media Content Scheduling (include hashtag research)
- Graphic Designer
- Email Fund Campaign Manager
- Influencer Research and Support



About Me

Enthusiastic and creative professional with extreme motivation to learn and grow in my freelancing career. I can work well using my initiative or even in team environment.

I am an explorer. I am best interested in exploring what's in the world. Even in the on-set of the pandemic, I am interested in using social media platforms and explore the online world.

> Skills and Abilities

- Client Satisfaction Specialist
- Costumer Support
- Social Media Management
- Social Media Content Scheduling
- Data Management
- Graphic Design
- Led Generation
- Bookkeeping with QuickBooks Online
- Environmental Event Coordinator
- Good Communication skills

> Trainings

- Virtual Assistant Training for remote jobs
- Social Media Accelerator Program 3.0
- Graphics Design Using Canva
- Bookkeeping and Quickbooks Online
- Video Editing
- Real Estate Virtual Assistant (REVA)
- Real Estate Virtual Assistant (REVA)



Contact



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<https://custoceciller.wixsite.com/b2bnations>



Bayugan City, Agusan del Sur,
Caraga, Philippines

*** HR Project Management Consultants
May 2021-April 2022**

Virtual Assistant Service Provider
Social Media Manager
Social Media Content Scheduling
Graphic Designer
Video Editor
Data Entry

*** Nervani Beauty January-May 2022**

Virtual Assistant Service Provider
Social Media Content Scheduling
Graphic Designer
Email Management
Video Editor
Content Creator

*** Angela Black Client Relation
Consultant January-July 2022**

Virtual Assistant Service Provider
Social Media Content Scheduling
Graphic Designer
Video Editor

**➤ CRM Tools I had
experienced with:**

- Asana
- Slack
- Notion
- Lastpass
- Docusign
- Convert Kit
- Click Funnels
- Filmora
- Adobe premiere
- LinkedIn Sales Navigator
- Snov.io
- Basecamp
- QuickBooks Online
- Google Sheet
- Google Ads Manager
- Later.com
- Planoly
- Metricool.com
- geoimgr.com
- chime.me
- Wix.com