

Shara Mae Licuanan Reyes

+63 [9944894725] • [shrmreyes@gmail.com] •  My Business Card

OBJECTIVE

Highly organized and detail-oriented **Virtual Assistant** with experience in **administrative support, scheduling, data entry, and document management**. Seeking a **full-time Virtual Assistant** role where I can apply my expertise in **Google Workspace, Microsoft Office, inbox management, and remote communication tools** to help businesses operate efficiently.

CORE COMPETENCIES

- ✓ **Administrative Support** – Inbox and calendar management, scheduling, and task organization.
 - ✓ **Data Entry & Documentation** – Creating, proofreading, and organizing documents with precision.
 - ✓ **Customer Service & Communication** – Professional email etiquette and client support.
 - ✓ **Project & Task Management** – Familiarity with Asana, Monday.com, and Trello.
 - ✓ **Social Media Assistance** – Managing and scheduling posts using Canva and scheduling tools.
 - ✓ **Basic Graphic & Video Editing** – Canva, Filmora, CapCut for content creation.
 - ✓ **E-commerce Support** – Amazon, Shopify, eBay product listing and management.
 - ✓ **Research & Report Compilation** – Gathering and organizing information efficiently.
 - ✓ **Flexibility & Adaptability** – Ability to multitask and work across different industries and time zones.
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TOOLS PROFICIENCY

- 📌 **Admin & Communication:** Google Workspace, Microsoft Office, Slack, Zoom, Skype, Trello, Asana, Monday.com, Loom
 - 📌 **E-commerce & Business Platforms:** Amazon Seller Central, Shopify, eBay Seller Hub
 - 📌 **Design & Multimedia:** Canva, Filmora, CapCut
 - 📌 **Research & Data Management:** Google Sheets, Google Drive, Dropbox
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EXPERIENCE

Freelance Virtual Assistant (2022 – Present)

- Provided **email and calendar management**, scheduling, and document support.
- Created and organized reports, SOPs, and training materials.
- Managed and scheduled social media content for clients.
- Assisted in **data entry, research, and customer service support**.
- Designed **branded templates and marketing materials** using Canva.

South Star Drugstore – Pharmacist Assistant & Cashier (April 2022 – October 2024)

- Assisted customers with transactions and product inquiries.
- Maintained organized documentation for inventory and sales records.
- Provided **administrative support**, including data entry and report preparation.

Nutridense Food Products – Quality Control Officer (Nov 2021 – March 2022)

- Conducted research and data analysis for quality assurance.
- Created reports and maintained accurate records of findings.
- Assisted in **technical documentation and compliance reporting**.

St. Joseph Drugstore – Pharmacist Assistant & Cashier (July 2019 – March 2020)

- Managed customer inquiries, transactions, and prescription processing.
- Organized and maintained business records and reports.

EDUCATION

University of Luzon – Bachelor of Science in Pharmacy (2016-2019)


Certifications:

- **Good Manufacturing Practices (GMP) Certificate**
- **Hazard Analysis and Critical Control Points (HACCP) Training Certificate**
- **First Aid and CPR Certification**





PREFERRED MONTHLY RATE

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 **PHP 25,000 - 35,000** (Negotiable based on responsibilities and scope of work.)

WHY HIRE ME?

-  **Reliable & Detail-Oriented** – Strong organizational skills and ability to manage multiple tasks.
-  **Tech-Savvy & Adaptable** – Proficient in modern tools and eager to learn new systems.
-  **Efficient & Time-Conscious** – Meets deadlines and ensures seamless workflow.
-  **Remote Work Expertise** – Comfortable collaborating across time zones and industries.

I'm excited to bring my **virtual assistance expertise** to your team! Let's connect.