



joynefulda.wixsite.com/virtualassistant



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Excellent General Virtual Assistant

JOY NEFULDA

I help business owners become more successful without the daily struggle to keep up with their growing list of business tasks.

You can enjoy leveraging your business! I can help by completing your admin tasks, taking on tedious and time-consuming business tasks, cleaning up and managing your inbox, and helping you optimize your online presence.

Experience

General Virtual Assistant | Trainee

Surege-South Luzon/Pinoy VA Finders | Cavite, Philippines
July 2023 - August 2023

Skills:

Administrative Assistance: transcription, online research
Social Media Management: graphic design, content planning, creation, posting and scheduling, social media copywriting
Basic Digital Marketing: SEO on/off-page optimization, simple website creation and optimization, basic Facebook ads, basic email marketing

Virtual Assistant | Freelance

Centrasys Ltd. | Colorado, United States
Mar 2023 - June 2023

Recording Loom videos to send to leads
Data entry to Google Sheets as a CRM platform

Skills: Loom, Google Sheets, Slack

Executive Virtual Professional | Trainee

Ideas That Prosper, Inc. | Manila, Philippines
Oct 2022 - May 2023

Skills:

Inbox Management: Gmail, Sort Gmail Inbox, labels, filters
Calendar Management: Google Calendar, 10to8, Calendly
Travel Management: Google My Maps, book flights, and hotels
Task Management: Notion, Slack, Discord
Social Media Copywriting: Canva Pro

Online Bookkeeper | Trainee

Kajea's Bookkeeping | Manila, Philippines
Jul 2021 - Dec 2021

Skills: Xero, Quickbooks Online, Bank Reconciliation, Accounts Payable, Accounts Receivable, Google Sheets

Technical Skills

- Administrative Assistance
- Social Media Management
- Basic Digital Marketing
- Online Bookkeeping

Tools Use

- Google Workspace: Gmail, Calendar, Drive, Sheets, Docs, Slides, Meet, Maps
- Microsoft Office: Word, Excel, Powerpoint
- Calendly, 10to8
- Canva Pro
- Notion, Trello
- Slack, Discord
- Zoom
- Loom, Monosnap
- Xero, Quickbooks Online

Soft Skills

- Communication
- Time Management
- Self Motivation
- Flexibility
- Resourcefulness