

Rochel Mariah Lan R. Bautista  
B3 L7 Stage 3 Batangas Loop, Macaria Village  
Binan, Laguna 4024  
[rochel0006@gmail.com](mailto:rochel0006@gmail.com)  
09664592874  
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Recruitment Team  
Spin Virtual Solutions

Good day!

I am writing to express my interest in the Virtual Assistant role at Spin Virtual Solutions, as advertised. With a strong background in customer service and digital marketing, I am confident that my skills and experiences align with the requirements of the role.

In my recent position as a Digital Marketing Assistant at The Virtual Hub, I gained valuable experience in merchandising and inventory management, including creating sale tags, updating the company inventory using NetSuite, and scheduling promotions. Additionally, I collaborated closely with the VP of Marketing to handle various tasks such as updating the CRM tool, creating monthly newsletters, managing social media accounts, and running social media metrics reports. These experiences have equipped me with a comprehensive skill set that combines administrative proficiency with digital marketing expertise.

My dedication to providing excellent customer service was further honed during my tenure as a Senior Key Account Coordinator at Teleperformance. In this role, I successfully addressed and resolved complex escalations from the corporate team, showcasing strong problem-solving abilities and ensuring comprehensive issue resolution. My experience in handling intricate customer concerns has refined my communication and empathy skills, enabling me to effectively address client needs.

Moreover, my educational background in Accountancy, Business, and Management from the University of Perpetual Help JONELTA Campus, combined with ongoing professional development, has provided me with a solid foundation for executing administrative and financial tasks with precision. My adaptability, demonstrated by successfully managing diverse tasks and projects, makes me confident in my ability to contribute to the goals of the company. I also aligned with the core values which are collaboration, accountability, recognition, and leadership.

I am proficient in a wide range of tools and platforms, including Microsoft Office, Google Suites, Asana, Trello, HubSpot, Netsuite, Canva, WordPress, and various social media analytics tools. My technical skills extend to platforms such as Meta Applications, LinkedIn, ChatGPT, Humanloop, QuickBooks, Fathom, and many others, as listed in my resume.

I am excited about the opportunity to bring my skills and dedication to Spin Virtual Solutions and contribute to the success of your team. Thank you for considering my application. I look forward to the possibility of discussing how my experiences and skills align with the needs of your organization.

Sincerely,  
Rochel Mariah Lan R. Bautista