



# MARCK WILLY MORENO

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## Objective

Highly organized and efficient Virtual Assistant with 13 Years of experience providing comprehensive administrative support to clients across various industries. Proficient in task management, communication, and problem-solving, dedicated to ensuring smooth operations and client satisfaction.

## Professional Experience

### Virtual Assistant for 7 Years

- Provide administrative support to multiple clients, including scheduling appointments, managing emails, and handling travel arrangements.
- Utilize project management tools to coordinate tasks, set deadlines, and track project progress, ensuring timely completion and client satisfaction.
- Conduct research and compile reports on various topics, including market trends, competitor analysis, and product reviews, to support client decision-making.
- Manage social media accounts, creating and scheduling content, engaging with followers, and monitoring analytics to optimize performance.

### Administrative Assistant for 2 Years

- Supported senior executives with calendar management, meeting coordination, and travel arrangements.
- Processed expense reports, invoices, and other financial documents, ensuring accuracy and compliance with company policies.
- Assisted in the preparation of presentations, reports, and other documents, utilizing Microsoft Office suite and other software as needed.
- Responded to inquiries from clients, vendors, and internal staff, providing timely and accurate information and resolving issues as needed.

### Social Media Manager for 5 Years

- Social Media Strategy Development: In my previous role, I was responsible for developing comprehensive social media strategies tailored to each platform. I

consistently monitored trends and analytics to optimize content performance and enhance brand visibility.

- Content Creation and Curation: I have a keen eye for creating and curating engaging content that resonates with target audiences. Whether it's crafting compelling captions, designing visually appealing graphics, or producing captivating videos, I am adept at leveraging various content formats to drive user engagement.
- Campaign Management and Optimization: From conceptualization to execution, I have overseen numerous social media campaigns aimed at increasing brand awareness, driving website traffic, and generating leads. Through A/B testing, audience segmentation, and continuous optimization, I have achieved measurable results and exceeded campaign objectives.

## Education

***Bachelor of Science in Information Technology*** | Samson College of Science and Technology | 2010 - 2014

Graduate of a four-year Bachelor of Science in Information Technology program from Samson College of Science and Technology. I completed my studies from 2010 to 2014, during which I gained a comprehensive understanding of various aspects of Information Technology, including programming languages, database management, networking, and systems analysis.

My education has equipped me with a strong foundation in IT principles and practices, which I believe will be valuable in the roles I am applying for. I am excited about the opportunity to leverage my technical skills and knowledge in positions such as virtual assistant and social media manager, where I can contribute effectively to your team.

## Skills

- Proficient in Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Experienced in using project management tools (e.g., Trello, Asana)
- Familiar with social media management platforms (e.g., Hootsuite, Buffer)
- Excellent communication skills, both verbal and written
- Strong organizational and time management abilities
- Ability to work independently and prioritize tasks effectively
- Experience with customer service and client relationship management

