

Mary Pearl Joanne F. Joseph

VIRTUAL ASSISTANT

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Digital Portfolio

SKILLS

- Data Entry
- Data Management
- Basic Data Analytics
- Bookkeeping (Accounts Payables)
- Logistics and Warehouse Operations
- Chemical Engineering and Manufacturing
- Content Creation: Graphic Design and Basic Video Editing
- Executive Assistance:
- Calendar and Inbox Management
- Travel Management
- Basic Accounting
- Meeting Management
- Social Media Management and Engagement
- Basic Lead Generation and Appointment Setting



PROFESSIONAL SUMMARY

Results-driven Virtual Assistant with 3+ years of experience in social media marketing, executive support, and operations management. Expertise in content strategy, CRM management, process optimization, and data-driven decision-making. Adept at streamlining workflows, boosting engagement, and supporting business growth with strong technical proficiency in Google Workspace, CRM, Canva, and project management tools.

PROFESSIONAL EXPERIENCE

SPEED GLOBAL LOGISTICS, New York, USA, March 2022 – present

Operations and Billings Virtual Assistant

- Process Optimization: Reduced billing processing time from 7 days to 2 while maintaining 99% accuracy. Timely processing and scheduling of shipments and deliveries through email coordination with the team and customers.
- CRM & Data Management: Tracked shipments using Smartsheet & Synapse, improving logistics efficiency.
- Financial Reporting: Automated invoice systems
- Is also tasked to simplify heavy data using excel

ALWAYS GOLF CLUB, Ohio, USA, July 2024 – February 2025 *parttime*

Social Media & Executive Virtual Assistant

- Social Media Growth: Increased followers by 700+ in 1 month via strategic content planning on Meta & TikTok, improving brand visibility.
- Graphic Design: Created engaging Canva graphics & short videos, enhancing audience interaction.
- Operations Support: Developed order tracking & financial systems, streamlining launch processes.

RHIZOME ARTS and KMP ARTISTS, Miami, USA, October 2022–June 2024 *parttime*

Executive and Social Media Assistant

- Inbox & Calendar Management: Achieved 74% email efficiency and zero missed appointments via Google Calendar.
- Travel Coordination: Booked cost-effective flights, hotels, and meetings, saving 15% on travel expenses.
- Social Media Engagement: Managed brand interactions, increasing follower engagement by 40%

GINEBRA SAN MIGUEL INC., Laguna, Philippines, December 2015–February 2022

Flavor Specialist Production, Administrative, and Accounts In Charge

- Data & Inventory Management: Maintained 100% accurate production records using SAP & Xero.
- Reporting & SOPs: Implemented and achieved monthly KPI dashboards, created and optimized workflows and documentation.

EDUCATION

UNIVERSITY OF ST. LA SALLE, Bacolod city, Philippines 2007-2012

Graduated with degree in **Chemical Engineering** with Specialization in Environmental Science,
University Scholar, DOST Scholar, Deans Lister (2007), Board exam passer *rChE license 31159*

RELEVANT CERTIFICATION

- **Social Marketing Training** by Dept. of Information and Communications and Technology
- **Meta and Google Ads** (ongoing)
- **Go High Level** (ongoing)