

GIRLIE RALS DAYRIT

Documentations Specialist (Legal and Tax) | Technical Support |
Customer Service | Graphic Designer | SNS Manager | Account Executive B2B

Profile

An extensive experience in legal and tax documents, graphics, SNS management and quality training, having worked as a virtual assistant, documentation specialist, graphic designer and SNS manager for an ASEAN Law Firm based in Singapore.

Experience

August 2024 – Present

24/7 AI, McKinley

Mi60 | Support / Subject Matter Expert

- Top Chat Expert for Sales | Telco

2015 – 2024

AEROS (DFDL Law Firm) Singapore – Remote Work

Documentations Specialist

- Design easy to use document templates for all employees.
- Train and assist new desk assistants in using Canva, Mailchimp and other templates I created.
- Assist partners & lawyers in polishing their documents through call or email.
- Create graphics for their social media accounts.
- Email marketing using Mailchimp. Update articles and newsletters.
- Final layout and proofreading for presentations, contracts and other documents.

2014

MacMall / PCMall

Business Account Executive

- Assist Businesses in fulfilling their tech needs by recommending the right products from cables, computers, softwares, subscription and warranties.
- Convert email and chat inquiries to sales.
- Awarded Top Seller for Lacie Products in 2014.
- Promoted from Inbound Sales in 2014 to Business to Business Account Executive.

2009 – 2013

AT&T U-Verse

Technical Support Specialist | T2 | Sales Coach

- Provide technical assistance via inbound calls.
- Global Top Seller for the year 2010.

Education

2009 | FEU East Asia

College of Engineering

B.S. in Information Technology

2005 | Far Eastern University

B.A. in Mass Communication

Languages

- English
- Filipino

* Character Reference
available upon request.

✉ girlieralsva@gmail.com

📍 McKinley, Western Bicutan