

# CHENIE ANN OLIVAREZ

Virtual Assistant | Marketing

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📍 Quezon City, Philippines

## PROFESSIONAL SUMMARY

Virtual Assistant with recent marketing experience. I assist with administrative tasks, manage social media accounts, and handle client communications. I'm reliable, adaptable, and always eager to learn new skills to help growing businesses succeed.

## PROFESSIONAL EXPERIENCE

Vertronics ECS, Inc.

### Junior Marketing Officer | Feb. 2025 - Mar. 2026

- Assisted in both online and in-person marketing initiatives to support sales growth, strengthen brand visibility, and improve customer engagement.
- Handled client inquiries, provided product support, and ensured smooth transactions through professional communication while collaborating with the team to execute marketing strategies, maintain strong client relationships, and consistently meet sales targets.

Leaders Create Leaders

### Outsourced Virtual Assistant | Nov. 2025 - Nov. 2026

- Managed a wide range of administrative and client support tasks in a remote work environment, ensuring smooth daily operations, efficient workflow management, and reliable support for both clients and team members.
- Utilized tools such as Asana, Kajabi, and Google Workspace to manage schedules, support onboarding, track tasks, and streamline workflows while staying adaptable to new tools and committed to continuous learning.

## EDUCATION

Gateways Institute of Science and Technology

**Accountancy, Business and Management**

September 2021 - June 2023

## SKILLS

- Virtual Assistance | Administrative Support | Transcription | Social Media Management | Data Entry