



ROSETTE LAQUI

EXECUTIVE VIRTUAL ASSISTANT
CERTIFIED SOCIAL MEDIA MANAGER

PERSONAL SUMMARY

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability and creativity to come up with interesting ideas to help business acquire and maintain clients long-term.

EDUCATIONAL BACKGROUND

BS Psychology
De La Salle Lipa University
April 2010

CONTACT DETAILS



settylaqui@gmail.com



LaquiSet



facebook.com/rosettelaqui19



instagram.com/rosettelaqui19



linkedin.com/in/RosetteLaqui19

TOOLS AND APPS USED

- MS Office and Google Sheets
- Skype, Zoom, Slack, WhatsApp
- Canva, Crello, Pawtoon
- Trello, Asana
- Mailchimp, Zapier
- Facebook, Instagram, Pinterest, LinkedIn, Twitter, Youtube
- Buffer, Hootsuite, Planoly
- Calendly, Schedule Once
- Xperienify, Wordpress, Kajabi, Thinkific, Teachable, Wix

CAREER SUMMARY

Executive Virtual Assistant

February 2019-present

- Updating Distribution List on Bounces and Email updates
- Organize Manager's Calendars
- Social Media Marketing and Strategy
- Creative Graphic and Designs
- Social Media Scheduling post and Engagement
- Purchase and Download in Amazon and Audible
- Lead Generation using campaign automation and LinkedIn Sales navigation
- Data Entry, Analysis and Mining
- Dashboard Development
- Blog posting on Wordpress
- Emailing Flyers and Email Marketing Campaign to Consolidated Leads
- Amazon Product Listing

Data Manager

July-December 2019

- Label and categorize images, videos or texts into relevant categories and sub-categories.
- Approve or reject various types of content to ensure the accuracy or safe for viewing.

Trainings

- General Virtual Assistance
- Social Media Marketing and Management
- Inspired Growth Training Real Estate Virtual Assistant
- Shopify, Amazon and Ebay Tutorials
- Dashboard Report

Executive Assistant / General Affairs Specialist

Bandai / Zama / Canon | March 2012 - Mar 2018

- Plan and schedule the meeting and appointment of the Managing Director
- Manage the day-to-day administrative tasks and safekeeping of confidential files
- Process Visa, Employment Permit and Business Trip
- Arrange and process airline ticketing, hotel and restaurant reservations
- Manage the car transportation for Expats and guests; and shuttle service for the employees
- Monitor the contract for new, extension, renewal and termination