



PROFILE

Competitive Virtual Assistant who can manage email, schedules and various tasks to ease your workload. Let's work together!



cac.cabilao@gmail.com



Davao City, Philippines



[Wordpress](#)
[Upwork Profile](#)
[LinkedIn](#)



+63 995 779 1903

CHO CABILAO

VIRTUAL ASSISTANT

LEAD GENERATION

SOCIAL MEDIA

- ✓ Need help on managing clients' messages and inquiries?
- ✓ Need help on making social media posts?
- ✓ Need someone to ease your day-to-day tasks?

If your company is committed to growth, then I'm ready to jump aboard! I've always wanted to learn new things and upgrade my skills so I could contribute more to your success in the future.



CERTIFICATE

DECEMBER 2021

LEJIT ACADEMY VA COURSE CERTIFIED
VA BOOTCAMP VA CERTIFIED
LEAD GENERATION CERTIFICATE



SKILLS



Email Marketing

Sending a scheduled newsletter to subscribers, creating campaigns, managing subscribers' data, creating landing page and website analytics using Mailchimp.



Email Management

Managing emails by filtering them to different colored labels and stars according to relevance and importance.



Lead Genertaion

Creating list of leads of new potential customers or business partners for your marketing funnel.



Calendar Management

Managing schedules using Google Calendar and integrating it with a mobile phone for alarms.



Google Suite

Creating reports with charts and graphs using Google docs, creating slides for presentation, using google sheets for data entry, etc.



Research

Finding leads, searching for products and make tables in Google Sheets for better comparison.



Transcription

Converting recorded videos/interviews into text with proper grammar and punctuation.



Technical Tools

Gmail, Google Calendar, Mailchimp, Canva, Facebook, Instagram, Google Suite, Microsoft Office, Wordpress, Asana, and Buffer.



PROFICIENCIES



Written/Verbal English (Conversational)



Internet Speed 175mbps



Backup laptop



Can work EST time



WORK HISTORY



Virtual Assistant (Part-time)

Johar Amor

Part-time virtual assistant for an entrepreneur for admin duties and social media tasks.

February 2022- Present



Facebook Page Content Contributor

Hya Digital Marketing

Facebook content contributor for a social media page like motivational quotes, tips, highlighting blogs/memes, and repurposing content with engaging captions to boost media presence.

February 2022



Transcription

Upwork

Transcription of a 2-hour video.

January 2022



Seaferer/ Ordinary Seaman

OSM Maritime Services

Pedro Gil St., Malate, Manila

2015-2019



CLIENT'S FEEDBACK

Virtual Assistant needed for Transcription

★★★★★ 5.00 Jan 18, 2022



"Cho was easy to work with. Just gave him complete instructions and he was able to do the task with minimum supervision. I'm satisfied with his work, great quality output. Superb work, Cho!"

Facebook Page Content Contributor

★★★★★ 5.00 Mar 2, 2022



"Need a talented and reliable person for your team? You won't go wrong with Cho. With his creative ideas and engaging personality, he comes up with content that connects well with the target audience. He is also very eager to learn and always accomplishes his tasks right on schedule. Cho is highly recommended!"

