



LOUIZZE ERICKA GO

VIRTUAL ASSISTANT

 0938-960-1684

 louixxego@gmail.com



PROFILE

Young and passionate Virtual Assistant that specialize in providing services in Real Estate, Appointment Setting Cold Calling and Customer Service, Social Media Management, Sales, Lead Generation and etc..

My goal is to deliver enthusiastic service that benefits both you and the business.

Lets connect and discuss how i can contribute to your success as a Virtual Assistant. I look forward to the opportunity to work together and make a positive impact on your business.

EDUCATION

Elementary **2016-2017**
Makilala Central Elementary School
With High Honors

Senior High School **2022-2023**
Makilala National High School
With Honors

WORK EXPERIENCE

Online Selling **2019- PRESENT**
Marketing and Content posting, manage Social Media Business Account like Facebook Market Place of my own products. Answering calls and email for possible clients.

Customer Service **2024**
Representative
Customer Service Representative at VXI Davao Delta Site for 4 months. Specifically handling financial account.

Virtual Assistant **2024**
B2B Appoinment Setting
at Lucid Strategies

SKILLS

Good Communication Skills
Good Problem Solving Skill
Excellent in Time Management
Good Emphathy
Active Listening
Rapport
Sales
Business Strategy
Product Lliting

SERVICES

- Customer Service
- Lead Generations
- Appointment Setting
- Cold Calling
- Data Entry
- Administrative Task
- Contents
- Product Listing
- Business Development
- Sales