



ELAINE ERNA BIEN

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SUMMARY

"I help business owners and coaches build a stronger brand while saving them time. I handle your social media (Facebook, Instagram, TikTok), manage your email inbox, organize your calendar, create simple but clean graphics using Canva, and keep your Google Drive tidy and efficient. Let me help you keep your brand consistent and your digital workspace organized—so you can focus on actually running your business."

WORK EXPERIENCE

Social Media Manager/Mvecoshop **September 2024-February 2026**

- Planned and posted engaging content to promote products and services.
- Responded to all messages and comments to build customer relationships.
- Researched trends and competitor pages to improve social media strategy.
- Created simple, eye-catching graphics using Canva for posts.

SERVICES OFFERED

Virtual Assistant Services

- Email management for an organized and efficient inbox.
- Calendar management, including scheduling and reminders.
- Google Drive organization for easy file access and storage.
- Handling customer inquiries with prompt and professional support.
- Creating and formatting professional documents and presentations.

Social Media Management

- Planning and posting content for your Facebook, Instagram, and TikTok.
- Creating and editing eye-catching graphics using Canva.
- Replying to comments and messages to keep your community active.
- Using Meta Business Suite to check basic post insights and performance.
- Researching relevant trends and hashtags to help more people see your posts.
- Working with you to build a social media plan that your audience will love.

EDUCATION

Junior High School
June 2015-April 2019

Certifications

- Executive Virtual Assistant Course - The VA Camp
- Social Media Management - The VA Camp
- Basic Graphic Design using Canva - The VA Camp
- Fundamentals of Digital Marketing - United Latino Students Association

TECHNICAL SKILLS

- Social Media Platforms: Facebook, Instagram, TikTok, Pinterest
- Design & Productivity Tools:Canva, WPS Office, Microsoft Word
- Video Editing Tools:Capcut, Inshot
- AI Tools:ChatGPT, Google Gemini, DeepSeek
- Analytical Tools:Meta Business Suite

SKILLS

- Social Media Management
- Content Strategy Development
- Graphic Design
- Content Calendar Management
- Email Management
- Google Drive Management
- Community Engagement
- Project Management
- Basic Video Editing
- Social Media Analytics (Meta Business Suite)