



# Andrea Mae Butalid

VIRTUAL ASSISTANT



 General Trias, Cavite, Philippines

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## EDUCATION

Bachelor of Science in  
Information Technology

2018 - 2022

## SKILLS

- CRM Management (GoHighLevel)
- Data Entry & Administrative Tasks
- Cold Calling
- Google Workspace (Docs, Sheets, Gmail, Drive, etc.)
- Graphic Design
- Project & Task Management
- E-commerce Support
- Light Tech Support

## CERTIFICATES AND TRAINING

- Google Cloud Certified - Professional Google Workspace Administrator
- Fundamentals Data, Data, Everywhere
- General Virtual Assistant Training
- Social Media Management Training
- Facebook Ads Training
- Amazon Online Arbitrage Training
- Graphic Design Training (Canva)
- Basic Wordpress Training
- Copywriting & Email Marketing Training
- Fundamentals

Certified Google Workspace Administrator with extensive experience in virtual assistance, digital marketing, customer support, and administrative tasks. Skilled in CRM management, data entry, cold calling, and project coordination. Adaptable to new tools and technologies in fast-paced environments.

## EXPERIENCE

### General Virtual Assistant

Levine's Enterprises LLC | March 2021 - April 2023

- Managed CRM (GoHighLevel) for client records and lead tracking.
- Handled email and text communication, ensuring timely responses.
- Performed data entry, collection processing, and document organization.
- Contributed to improving client cash flow by managing receivables and reducing overdue balances.
- Conducted cold calling to remind employees to return the company assets.

### Account Executive

NYXSYS Philippines Inc. | July 2024 - December 2024

- Built strong client relationships and managed digital signage projects.
- Streamlined sales processes using Excel tools.
- Implemented digital marketing strategies for lead generation.
- Collaborated with internal teams to align marketing and tech solutions.

## EXPERIENCED TOOLS

- CRM Software (GoHighLevel)
- Google Workspace (Gmail, Google Drive, Docs, Sheets)
- Trello
- Microsoft Office
- Canva
- Zoom