



# RIZA DIANE RIVERA

Virtual Assistant

## PROFILE

Hello! I'm a reliable virtual assistant who loves to help entrepreneurs manage their business while they manage their personal life.

## CONTACT ME

 +63-945-750-9021

 rizadiane@gmail.com

 Blk 7 Lot 12-A  
Northville Green  
Valley San Nicolas 3  
Cavite

## ➤ EDUCATION

**BSBA MAJOR IN MARKETING AND ADVERTISING MANAGEMENT (2015-2019)**

*De La Salle University- Dasmariñas*

## ➤ WORK EXPERIENCE

**Owner & Manager**

*Favor de Aroma (July 2019 - present)*

- Creating a business plan and strategy
- Ensuring outstanding customer service
- Managing day-to-day operations

**Social Media Manager**

*Digitank Studios (Feb 2020 - June 2020)*

- Handling social media accounts
- Monitoring social media accounts for engagement
- Creating and scheduling social media posts

## ➤ SKILLS

- Communication
- Interpersonal skills
- Time management
- Organization
- Tech Savvy
- Multitasking