



PHOEBE CHAT LEGASPI

EXECUTIVE VIRTUAL ASSISTANT/
PROJECT MANAGER /
SOCIAL MEDIA MANAGER

ABOUT ME

Working in a diverse environment with a high level of personal and professional integrity carrying out a wide range of occupational hygiene inspections within various premises. Possesses a high sense of responsibility, strong working independently, good judgment and decision-making skills, resources management skills, and excellent organizational and communication skills.

CONTACT

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SKILLS

Graphic Design	●●●●●
Managing Task	●●●●●
Customer Service	●●●●●
Detail Oriented	●●●●●
Communication	●●●●●
Researching	●●●●●

EDUCATION

BACHELOR OF ARTS MAJOR IN MASS COMMUNICATION BROADCASTING
LYCEUM OF THE PHILIPPINES UNIVERSITY

EXPERIENCE

2023 **PROJECT MANAGER**
CEOGI CAPITAL LLC - ISAAC HUBBARD

- Manage projects from inception to final marketing/production sample.
- Develop product development timelines and communicate status, risks, and issues to internal cross-functional partners.
- Partner with clients and service providers to ensure accurate and on-time receipt of designs, mock-ups, prototypes, pre-production samples.
- Work with creatives and multimedia artists to conceptualize, produce and polish digital outputs like images, animations and videos.
- Ensure effective handoffs of documents/key info to clients and partners.
- Provide accurate and up-to-date reports to key stakeholders; identify project blockers and risks, provide mitigation options and drive process to resolve these issues

2023 **EXECUTIVE VIRTUAL ASSISTANT**
RIBOLI FAMILY WINES - DANTE COLOMBATTI

- Handled five business of Sir Dante Colombatti.
- Booked and prepared complex travel itineraries (Flight, lodging, transportation, meeting agendas, etc) for local, domestic, and international travel in a timely, efficient manner AND communicating in a timely and efficient manner
- Created, updated, and proactively maintained inward-facing production documents pertaining to EP's schedule and communicate with Production Staff about necessary adjustments to production schedule.
- Administration, bookkeeping, accounting, project management, operations ,recruiting and human resources, content writing, social media management, research, email handling, customer service, customer support, technical support, data entry, transcription, video editing, sales and marketing, and Canva design.
- Outbound calls and Appointment settings

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EXPERIENCE

2022 **EXECUTIVE VIRTUAL ASSISTANT** HYPER LTD - SIR ISAAC JENKINS

- Created, updated, and proactively maintained inward-facing production documents pertaining to EP's schedule and communicate with Production Staff about necessary adjustments to production schedule.
- Booked and prepared complex travel itineraries (Flight, lodging, transportation, meeting agendas, etc) for local, domestic, and international travel in a timely, efficient manner AND communicating in a timely and efficient manner.
- Administration, bookkeeping, accounting, project management, operations, recruiting and human resources, content writing, social media management, research, email handling, customer service, customer support, technical support, data entry, transcription, video editing, sales and marketing, and Canva design.

RESPONSIBILITY INCLUDES

- Data Entry within our CRM
- Booking Travel (hotels, flights, etc)
- Manage Calendar, notify staff of upcoming travel and events
- Organization and management of company assets
- Organization and management of company expenses
- Organization and management of agreements with Partners
- Simple office administration tasks and errand

Jan 2017– December 2018 **CUSTOMER SERVICE SPECIALIST** INGRAM MICRO

- Utilized customer support platform to respond to customer inquiries in a fast, efficient, and kind manner.
- Worked independently and alongside other support team members.

2022 **EXECUTIVE VIRTUAL ASSISTANT** KOUKON LTD - SIR SIMON KOMIZO

- Handled five business of Sir Simon Komizo.
- Attended meetings in behalf of him.
- Created, updated, and proactively maintained inward-facing production documents pertaining to EP's schedule and communicate with Production Staff about necessary adjustments to production schedule.
- Administration, bookkeeping, accounting, project management, operations, recruiting and human resources, content writing, social media management, research, email handling, customer service, customer support, technical support, data entry, transcription, video editing, sales and marketing, and Canva design.
- Outbound calls and Appointment settings
- Managed incoming and outgoing correspondences, including Microsoft Mail and complex international shipments.
- Graphic designing to the catalog needed for the business.

March 2019– Feb 2020 **SOCIAL MEDIA MANAGER** SALES VISION- VINCENT ORTEGA JR.

- Backgrounds in Administration, bookkeeping, accounting, project management, operations, recruiting and human resources, content writing, social media management, research, email handling, customer service, customer support, technical support, data entry, transcription, video editing, sales and marketing, and Canva design.
- Outbound calls and Order entry

March 2018– Feb 2019 **PROJECT MANAGER** FEED STARVING CHILDREN - JUSTIN KEEF

- Administer & manage client's social media accounts. Responsible for creating original text and visual content, managing posts, and community engagement. Manage client's image in a cohesive way to achieve our marketing goals.
- Primarily responsible for building client's personal brand and presence to position him/her as an authority figure in the industry.
- DM Social Media people, post images and articles made on his social medias

Jan 2018– March 2019 **PROJECT MANAGER** QUANTUM COACH - JOHN QRESHI

- Administer & manage client's social media accounts. Responsible for creating original text and visual content, managing posts, and community engagement. Manage client's image in a cohesive way to achieve our marketing goals.
- Primarily responsible for building client's personal brand and presence to position him/her as an authority figure in the industry.