OBJECTIVE

Motivated and tech- savvy Individual seeking a Virtual Assistant or Recruiter position. Proficient in Google Workplace and social media sourcing, with focus on delivering exceptional administrative support and candidate to drive organizational growth.

CONTACT

- Paranaque, Metro Manila

EDUCATION

Technological University of the Philippines

Bachelor of Arts in Management
Major in Industrial Management
2014- 2016

Nutrition and Food Technology
2006- 2011

AREAS OF EXPERTISE

- Recruitment
- Buffer, Tailwind, Adapt
- Search Leads
- Gsuite, Pinterest, LinkedIn

Anah Victoria Pangilinan

RECRUITER, VIRTUAL ASSISTANT, SOCIAL MEDIA MODERATOR

I am enthusiastic, self-motivated, reliable, responsible and hard-working person. I can work well both in a team environment as well as using own initiative. I can work well under pressure and adhere to strict deadlines.

EXPERIENCE

FREELANCE RECRUITER
2020 - Present

- Screen talented and qualified applicants
- Evaluates, sourcing and reviewing candidate's profile

VIRTUAL ASSISTANT

AIR UNLIMITED INC.
April 2022- Dec. 2023

- Finding new leads for real estate photos
- Simple graphic editing photos and videos using tools Canva and Luminar
- Upload it to website and in social media platforms

SOCIAL MEDIA MODERATOR

ARAZA BEAUTY AND DESIGN BY NATURE GEMS
2019- 2020

- Create content for Pinterest
- Pinned post and scheduled in Tailwind
- Posting designs, hashtags and content using the tool Buffer

TMC HUB AND WORLDWIDE WEDDINGS
2019- 2020

- Create content for Instagram and Facebook
- Simple graphic design in Canva for posting
- Uploading designs and content in advanced

COSTUMER FRONTLINE SOLUTIONS INC.
Smart Communications
Costumer Relations Associate
2017- 2018

- Front- line service
- Collaborated with clients one-on-one to deliver tailored solutions
- Facilitated in- person consultations to determine client needs

METRO PARKING MANAGEMENT PHILIPPINES INC.
Parking Cashier

March 2013 – August 2013

- Managed high-volume cash and digital transactions, Ensuring 100% accuracy in daily reconciliations and financial reporting
- Provide front-line guest services, resolving on- site disputes and facilitating a seamless arrival/departure experience for hundreds of visitors daily
- Coordinated parking logistics and traffic flow during peak hours to optimize facility operations and reduce customer wait times

LEISURE AND ALLIED INDUSTRIES PHILIPPINES INC.
Costumer Service Associate
Timezone Mall of Asia
2011- 2012

- Assisting with purchases gaming card/tokens and processing payments through a Point-of-Sale system
- Providing basic troubleshooting for gaming consoles, arcade machines, or peripherals if they malfunction
- Keeping the arcade area clean, organized, and properly stocked to ensure safety and brand standard
- Handling issues like defective products, game credits not loading, or general customer complaints professionally and calmly