

ANGELIC E. MAURILLO

- SOCIAL MEDIA MANAGEMENT
- GENERAL VA
- GHL EXPERTISE

CAREER OVERVIEW

I'm a Social Media Manager and GHL Expert specializing in social media management, content strategy, automation, funnel design, form creation, CRM app integrations, and workflow automation. I use AI tools like OpenAI ChatGPT, Google Gemini AI, and Claude AI, along with Canva ,CapCut, and Google Flow AI Video Maker to create engaging content and help businesses grow their online presence, generate leads, and increase sales through strategic and automated marketing.

EDUCATION

Hotel and Restaurant

Assumption College of Davao
2020-2023

EXPERIENCE

Company: Fern D Cure Nation
Position:Social Media Manager
Date:(Aug 11 2023-May1 2024)

- Creating Content Calendar
- Posting in Social Media
- Engagement

Company: Master VA Academy
Position: Socialmedia Manager/GHL Support/ Email Campaign
Date:(June 2 2025 - May 10, 2026)

- Funnel Design
- Website Design
- Email Automation
- Email Marketing
- Response message and Posted Content
- Socialmedia Manager

LANGUAGE

B2 Upper Intermediate

SKILLS

- Canva
- Trello
- Google Gemini AI
- Meta Bussiness Suite
- Google Docs
- Google Sheets
- Google Drive
- Google Calendar
- Set up Online Store
- Appointment Setter
- Content Calendar
- Graphic Designer
- Basic Video editor
- Competitor Analysis
- Ads Campaign Facebook and Instagram
- Answering Inquiries
- Managing emails
- Chatgpt
- Content Creator
- Analytics Report
- Social Marketer
- Microsoft
- Capcut Editor
- Short Video Edit



ANGELIC E. MAURILLO

EXPERIENCE

- ADMINISTRATIVE ASSISTANT
- VIRTUAL ASSISTANT
- OPERATIONS SUPPORT

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Administrative Assistant with experience in office administration, inventory management, data entry, and operations support. Computer literate and proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Google Workspace. Skilled in preparing reports, maintaining records, coordinating deliveries, managing inventory, and providing administrative support. Quick learner with strong organizational and communication skills.

WORK EXPERIENCE

Operations Manager / Virtual Assistant
2025 – 2026
Responsibilities
Managed daily business operations and administrative tasks.
Prepared reports using Microsoft Excel and Google Sheets.
Managed emails, calendars, and company documents.
Coordinated with clients and team members.
Maintained organized records and databases.
Performed data entry and administrative support.

Administrative Staff
Royal Cement
2018

Responsibilities
Received and verified delivery shipments.
Checked and monitored inventory levels.
Maintained inventory records and stock reports.
Coordinated with warehouse personnel and suppliers.
Organized company documents and records.
Assisted with daily office administrative tasks.

Cashier 2018 - 2019

SM LANANG /GAISANO GRAND CITY GATE
6 MONTHS/Contractual

TECHNICAL & SOFT SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Google Docs
- Google Sheets
- Google Drive
- Computer Literacy
- Data Entry
- Inventory Management
- Record Keeping
- Administrative Support
- Filing & Documentation
- Email Management
- Calendar Management
- Basic Office Equipment
- Operation

EDUCATION

Bachelor of Science in Hotel and Restaurant TECHNOLOGY

Assumption College of Davao
2020–2023