

About Me

Executive Virtual Assistant | LinkedIn Outreach & Lead Generation Strategist | Podcast Editor | Helping Startups, Agencies & Coaches Generate Quality Leads, Boost Pipeline Growth & Scale Business Revenue (Remote Support)

Personal Details

Nationality
Filipino

MARK ANTHONY NEMIZ

Executive Virtual Assistant | Podcast Editor | Lead Generation Specialist

Executive Virtual Assistant | LinkedIn Outreach & Lead Generation Strategist | Podcast Editor | Helping Startups, Agencies & Coaches Generate Quality Leads, Boost Pipeline Growth & Scale Business Revenue (Remote Support)

Web Research
11 years of doing a web research for all my clients. (i.e Article Research, Keyword Research, Research for Business Trends, Trending Topics).

WordPress Management
While doing Podcast Editing. My client wants me to put the Podcast Audio to his website using WordPress. The Content is provided just need to edit some links and information about the Podcast Audio that I've been working.

Social Media Management
11 years of experience in Managing Social Media Sites of my client's Facebook Page. Post articles or images that are related to the Business or Fan Pages. I also have my own Facebook Fan Page where I am selling Health and Beauty Products.

EDM and Email Marketing
As a VA, one of my tasks is to create monthly EDM and Email Marketing and that includes creating email sequences, creating email marketing, and sending out to the people who are subscribed to the program. However, all the content for those emails is already provided to the client. The tools that I mostly used are Active Campaign, MailChimp, and Kajabi.

Transcription
2 years of experience with transcription tasks. After doing the podcast editing, I am responsible for converting the audio or video file into text. The client will check the transcript file and highlight all the words or sentences that need to be removed in the audio or video. I also transcribe the meeting conversation by creating minutes. I am using Descript in transcribing.

Video Editing
I do have knowledge in creating videos on my vlog and uploading them on my YouTube Channel. The task that I am doing in video editing is adding the intro and outro of the video. Making basic title animations, logo animations, and combining all the clips of the video from my client. Now, I am still learning video editing using Adobe Premiere and Adobe After Effects.

Data Entry
More than 10 years of data entry experience (i.e. material design) using Microsoft Office, Google Documents, Dropbox, CRM (i.e UBS, Zoho.com, Distribution Edge, and IBM Cognos Power Play), and Gmail.

Podcast Editing
10 years of hands-on experience in Editing Audio and Video podcasts using Adobe Audition and Adobe Premiere. Put Intro and Outro of the Audio Podcast and insert advertisement if necessary and upload to Libsyn and put it on the client's website. I also edit the LUFS of the audio and video.



About Me

Executive Virtual Assistant | LinkedIn Outreach & Lead Generation Strategist | Podcast Editor | Helping Startups, Agencies & Coaches Generate Quality Leads, Boost Pipeline Growth & Scale Business Revenue (Remote Support)

Personal Details

Nationality
Filipino

Project Management
10 years of experience in managing projects like Data Entry, Lead Generation, Audio, and Video. I make sure that all the projects I handled are updated before submitting it to the clients. I also make sure that all the tools, information, and steps of the projects are provided before assigning it to my colleagues.

Graphic Design
5 years of experience in doing graphic design tasks. I am using Canva and Adobe Photoshop in creating video thumbnails, social media content, and banners for different social media platforms. I am also using canva in creating some slides that relates to video editing.

Lead Generation
One of my experiences is doing Lead Gen. The task that I am doing is searching for the Contact information of the Company and the person in charge. I am using Social Media Websites like Facebook, Instagram, Twitter and Linkedin, and Google Search. Most companies that we tackled are in the industry that belongs to Apparel and Fashion, Computer, Internet, Biotechnology, Pharmaceuticals, Hospital & Health Care, Cosmetics, Sporting Goods, Consumer Goods, Consumer Electronics, Retail, and any other industries that clients would require. We also used different kinds of CRM such as Hubspot, Hunter.io, and SalesForce. I also different kinds of email verifiers that you can find on google for free to make sure all the emails are valid and active. I also used Linkedin Sales Navigator in finding leads.

Linkedin Prospecting
Searching for qualified leads to reach out. A minimum of 50 new contacts per day per account. Make sure that the leads are qualified for the requirements that the clients required. Following the SOP and the message sequence to send on the qualified leads. Reach the target with a minimum of 40% acceptance rate every week via KPI.

Shopify Ecommerce
While managing the Facebook Page I am also processing orders on the Shopify Store of my client using Oberlo and Shopify (Dropified) App. Every day almost 1,000 orders come in. I also tried creating my own Shopify Store just to learn more knowledge about the Shopify environment.

Admin Support
As a virtual assistant, I am responsible for all the admin tasks like calendar management, email management, customer service, and client scheduling meetings. The tools I am using mostly are google calendar, google email, google documents, and social media platforms.



About Me

Executive Virtual Assistant | LinkedIn Outreach & Lead Generation Strategist | Podcast Editor | Helping Startups, Agencies & Coaches Generate Quality Leads, Boost Pipeline Growth & Scale Business Revenue (Remote Support)

Personal Details

Nationality
Filipino

Experience

Puggers Video Production
June 2026 - September 2026

LinkedIn Outreach Specialist and CRM Coordinator

- Researching and qualifying prospects via LinkedIn Sales Navigator according to Puggers' ICP criteria
- Sending personalized connection requests and follow-up messages from Puggers' LinkedIn account (David
- Balista's profile)
- Maintaining the Notion CRM with accurate, current data on every prospect and conversation
- Tracking all interactions and pipeline status
- Coordinating discovery call logistics
- Providing a weekly Monday morning brief and Sunday wrap-up report
- Participating in a weekly 30-minute sync at 7:00am Vancouver time (10:00pm Manila time)

The Green Door Life
February 2020 - January 2026

Administrative Assistant

- Upload content on various social media platforms as directed each week
- Assist with inquiries from new/existing clients on social media
- Manage YouTube videos (add closed captions, add descriptions provided, etc.)
- Editing Workouts Videos
- Editing Podcast Episodes
- More Admininstrative Tasks

MyCourier
April 2024 - August 2025

Admin Assistant

- Email Management
- Case Ticket Escalation
- Lead Generation Task
- AirBnb Management
- Vendor Onboarding
- Van Tracker Data Management and Reporting

Threshold Leadership
March 2022 - March 2024

Executive Assistant

- Email Management
- Calendar Management
- Website Management
- Social Media Management
- Sending a contract to his clients
- Setting up email marketing campaign if any via the website (all the content or text copy is provided by the client)
- Processing Trip Reimbursement if any
- Taxi Booking if needed
- Placing an order from Amazon if needed
- Book a Car rental if needed
- Claiming insurance if needed
- Researching if needed
- All other admin tasks

Orbital Online Solutions
FEBRUARY 2016 - DECEMBER 2023

Account Manager - Lead Generation Specialist

- Searching for Leads
- Producing High-Quality Leads Daily
- Research
- Finding Contact Information



About Me

Executive Virtual Assistant | LinkedIn Outreach & Lead Generation Strategist | Podcast Editor | Helping Startups, Agencies & Coaches Generate Quality Leads, Boost Pipeline Growth & Scale Business Revenue (Remote Support)

Personal Details

Nationality
Filipino

AdOutreach LLC
OCTOBER 2022 - MARCH 2023

Video Editing Virtual Assistant (Part-Time)

- Convert the full video to portrait size
- Create video clips from the full video in a portrait size
- Adding transition text on the video clips
- Upload the video to the perspective folder for quality check

TBFLabs
OCTOBER 2021 - JULY 2022

Audio/Video Production Manager

- Producing Exceptional Audio Content for podcast channels Producing entertaining high-quality Video Content for video-based channels such as YouTube.

ABUNDANCE GLOBAL
JUNE 2021 - MARCH 2022

Virtual Assistant

- Editing video, adding intro and outro from zoom session
- Upload the video to Kajabi and Dropbox
- Scheduling posts to Facebook Group Page including (Accelerator Group and Members)
- Scheduling posts to different social media platforms
- HVA's Tracking
- Accelerator Pods Engagement
- Sending SMS via TextMagic and Podium
- Scheduling Financial Reminder
- Creating and Sending Monthly EDM via ActiveCampaign
- Sending Email Marketing
- Scheduling Facebook Members Page, content from EDM
- Blog Post using WordPress

HIGH-PERFORMANCE COACH
JANUARY 2021 - MAY 2021

Virtual Assistant - Linkedin Prospecting

- Reach out to 50 new contacts per day per account in different Geography assigned
- Check the leads to see if they are qualified and fit the requirements
- Check the leads to see if they are qualified and fit the requirements
- Sending messages to the qualified leads and making sure to update the Trello Board
- Sending Birthday Greetings, Achievements, and Congratulations to the contacts Removing errors on the Podcast
- Checking the Trello Board if there are leads that are due and send them the message sequence
- Doing podcast commenting twice a week

FREELANCE JOB
JUNE 2019 - OCTOBER 2020

Digital Marketing, Lead Generation, Data Entry, Transcription and Podcast Editing

- Running basic Facebook Ads Campaign to promote the products Sending emails to people who are interested in the products and the services of my client
- Searching for contact information
- Putting all the contacts in Excel Sheet
- Make sure all the email addresses are valid
- Editing Audio Podcast
- Adding Intros and Outros of the Podcast
- Uploading the finished Podcast to Google Drive



About Me

Executive Virtual Assistant | LinkedIn Outreach & Lead Generation Strategist | Podcast Editor | Helping Startups, Agencies & Coaches Generate Quality Leads, Boost Pipeline Growth & Scale Business Revenue (Remote Support)

Personal Details

Nationality
Filipino

KNUCKLE DRAGGING SALES
OCTOBER 2017 - MAY 2018

Chief Time Officer

- Sending invitations to the people for them to become a guest on the Podcast
- Checking LinkedIn Inbox Daily
- Response to the people who accept the connection invites

TOP ADVISOR MARKETING
JULY 2017 - JUNE 2019

Audio Podcast Editor

- Editing Podcast Audio and Video
- Removing errors on the podcast
- Putting Intro and Outro
- Adjusting the Audio Levels
- Upload the Finished Podcast Audio into google drive so that they upload it to the website

BRAINWAVE MARKETING
DECEMBER 2017 - NOVEMBER 2018

Customer Service Representative / Shopify Store

- Email Support with customers
- Chat Support with customers using Facebook
- Sending Refund and Discount to the customers
- Encoding and updating the contact details of the customers
- Sending email updates with the status of the orders of the customers Data Entry Research for unique products

JAB MEDIA GROUP
APRIL 2018 - SEPTEMBER 2018

General Virtual Assistant

- Creating content for customers' Facebook
- Page Creating basic image posts for
- Facebook Page Data Researching for
- Events in Columbus Adding Events on TownPlanner

MEETINGS PODCAST - GRASS SHACK EVENTS & MEDIA
AUGUST 2015 - AUGUST 2017

General Virtual Assistant

- Editing Podcast Audio and Video
- Putting Intro and Outro
- Adjusting the Audio Levels
- Putting up information about the Podcast Audio or Video
- Upload the Podcast Audio or Video to Libsyn
- Putting all the Podcast Audio or Video and all the information on the Website

DASKAL MEDIA
JULY 2017 - AUGUST 2017

Virtual Assistant - Shopify Store

- Data Researching for new products Ideas Place sample orders
- List products on our Shopify store Assigning Tasks to other team members.



About Me

Executive Virtual Assistant | LinkedIn Outreach & Lead Generation Strategist | Podcast Editor | Helping Startups, Agencies & Coaches Generate Quality Leads, Boost Pipeline Growth & Scale Business Revenue (Remote Support)

Personal Details

Nationality
Filipino

PERFORMANCE IGNITED INC.
AUGUST 2016 - JULY 2017

Social Media Specialist & Shopify Store Assistant

- Sending emails to all the applicants on our Facebook Rental Program Assisting applicants with their Facebook Rental Applications
- Updating applicant's Facebook Fan Page
- Creating VPS
- Maintaining Facebook Dummy Accounts
- Creating Facebook Fan Page
- Promoting Facebook Fan Page
- Scheduling Facebook Fan Page Post
- Processing Orders on Shopify Store

4D INNOVATIONS LLC
MARCH 2017 - JUNE 2017

Media Buyer

- Upload Ads to Facebook via Various Platforms (Power Editor, Ads Manager, and Ad Espresso)
- Upload Ads to Google Adwords
- Creating Ads Template
- Searching for different kinds of Article Topics
- Creating a new IP Address
- Installing Luminati Proxy

SURVEY MONKEY
DECEMBER 2016 - MARCH 2017

Lead Generation Specialist

- Searching for Schools and companies that are offering Scholarships, Grant, fellowships, and Awards programs
- Searching for Schools or Company Information of the Contact Person. Putting that information into Google Spreadsheet

ENTUENT
JANUARY 2016 - DECEMBER 2016

Content and Media Specialist

- Creating questionnaire for Short Courses of Microsoft Office Editing the Files for Short Courses
- Updating the courses in the system

JAYN GRENE
FEBRUARY 2016 - APRIL 2016

General Virtual Assistant

- Posting on Social Media Accounts
- Editing images using Canva
- Giving hearts to her Periscope Videos
- Transcribing Audio and Video
- Creating video for IG using Adobe Premiere
- Creating Social Media Pictures using Adobe Photoshop

GRAYSTONE MEDIA LLC
DECEMBER 2014 - FEBRUARY 2015

Product Technician

- Setting up customer websites using their systems
- Performs web research about the product image and description and put them in the excel file
- Uploading excel and images to the customer business center

APPBOY
OCTOBER 2014 - JUNE 2015

Lead Generation Specialist

- Searching for the person in Marketing Department.
- Get their email address and contact number if possible.



About Me

Executive Virtual Assistant | LinkedIn Outreach & Lead Generation Strategist | Podcast Editor | Helping Startups, Agencies & Coaches Generate Quality Leads, Boost Pipeline Growth & Scale Business Revenue (Remote Support)

Personal Details

Nationality
Filipino

MARKETECTURE
SEPTEMBER 2013 - FEBRUARY 2015

PRODUCT TECHNICIAN

- Setting up customer websites using their systems.
- Performs web research about the product image and description and put them in the excel file.
- Uploading excel and images to the customer business center.

VARSITY ADS
JANUARY 2014 - FEBRUARY 2015

Data Entry Specialist (Part-Time)

- Adding LinkedIn connections
- Performs web research about company contact information like email address and contact number
- Checking all the information of the company on their CRM and if there are missing we make web research to complete the information

BRUMICON LLC
JUNE 2014 - FEBRUARY 2015

Support Manager

- Creating clip videos for the company.
- Checking clients complain about their computer issues.
- Helping my co-workers with creating sample websites for clients.

UMBRELLA LOCAL PARTNERSHIPS
SEPTEMBER 2012 - JULY 2014

Executive Assistant

- Performs web research Research an article
- Research and collect images Managing data entry project

LOCAL GEO PLACES
SEPTEMBER 2012 - JULY 2014

Executive Assistant

- Performs web research
- Doing business listing on different websites like YP.com, Google Listing, etc. Research about images for Plumbing, and air-conditioning repair
- Check each website if it is working or not and see if the video is already been posted
- Making clip videos for marketing using Animoto

DENSWORK
APRIL 2011 - JUNE 2013

Virtual Assistant

- Creating yahoo emails for my client
- Collecting names on Google and my client will use them for his business. Performs web research

DENISE THOMAS
SEPTEMBER 2012 - JANUARY 2013

Lead Generation

- Performs web research.
- Collecting contact information of the company like email address and contact number and
- Put them into an excel file.

DOVV SALES, INC.
SEPTEMBER 2007 - JUNE 2012

Data Entry Specialist / Administrator

- Encoding everyday receipt of the Salesman to our system
- Checking the daily sales report to see if the total amount is correct Creating weekly reports per salesman per week and per month