WAYNEDEL BRYAN SANTOS

VIRTUAL ASSISTANT

SKILLS SUMMARY

- Accuracy
- Attention to detail
- Calendar Management
- Email Management
- Multitasking
- Problem-solving
- Time Management

TOOLS

AfterShip Outreach AI
Cruva Outreach AI
Euka Outreach AI
Facebook Ads Manager & Meta Businness Suit
Google Workspace
Microsoft Workspace
Lark
Tiktok Ads Manager, Affiliate & Shop Center

PERSONAL PROFILE

A highly skilled General Virtual Assistant with four (4) years of experience in data input, updating, and maintenance. I possess expertise in managing social media accounts across platforms such as Facebook, Instagram, and TikTok. My exceptional attention to detail, organizational abilities, and proficiency in working independently under minimal supervision make me an asset to any organization. I am graduated as a Bachelor of Arts in Psychology class of 2020

WORK EXPERIENCE

TIKTOK ACCOUNT MANAGER

Premium Client| 2024 - 2026

- Assist with daily operational tasks using Lark app to ensure smooth workflow.
- Can deliver weekly performance reports with insights and recommendation.
- Can analyze TikTok creators' performance metrics to collaborate with brands/products.
- Contact qualified TikTok creators proactively to ensure sample receipt and video posting.
- Maintane and Improve Shop Health and Sales
- Navigate TikTok tools like Seller Center and Affiliate Center with confidence.
- Navigate AI Tools for creators outreach

FACEBOOK ADS MANAGER

Premium Client | 2024 – 2026

- Implement and execute Facebook and TikTok advertising campaigns in accordance with their own strategies.
- Regularly monitor advertising performance and provide comprehensive reports on the results achieved.

EXECUTIVE ASSISTANT

PH Client| 2021 - 2026

- Manage calendars, emails, and scheduling for the team of two people.
- Perform data entry, document preparation, and file organization.
- Provide screening, shortlisting, training & onboarding candidates to the hiring manager.
- Assist in project management, tracking deadlines, and ensuring timely follow-ups.