

# Ella Paz B. Fuerte

VIRTUAL ASSISTANT &  
ADMINISTRATIVE SUPPORT  
SPECIALIST



Reliable and detail-oriented Virtual Assistant with strong experience in administrative and creative digital support. Skilled in managing projects, creating social media content, and producing multimedia materials. Committed to helping businesses stay organized, build their brand, and achieve lasting growth through efficiency and excellence.

## Professional Highlights

- Reliable, honest, and highly trustworthy
- Respectful and easy to work with
- Follows instructions accurately and delivers on time
- Comfortable using a wide range of online tools and systems
- Consistent communication and long-term dependability

## Personal Information

- 📞 09156218680
- ✉ ella2019fuerte@gmail.com
- 📍 Cha-cha Ombing Apartment  
Sta. Cruz, Brgy. Indangan,  
Davao City
- 👤 Birthdate: Nov. 2, 1982

## Academic Background

- 2008 - Bachelor of Science in Business Administration Major in Management
- Ateneo de Davao University

### Skills

- Graphics Design
- Audio Editing
- Transcription
- Light Video Editing w/ Animation
- Podcast Editing, Blog Drafting
- Webdesign

## Character References

- Melinda Silva  
Founder, Wired on Ltd  
www.wiredondevelopment.com  
admin@wiredondevelopment.com
- Dr. Crystal Brown Lewis PsyD  
Life Coach/ Psychotherapist  
drcrystalbrownlewis@gmail.com
- Dr. Donna Stockton, MD  
Dermatologist  
stocktondonnamd@gmail.com

# Social Media Accounts, Profiles and Portfolio



## Corporate Work Experiences

### Core Competencies Summary

#### Sales and Marketing Expertise

- Experienced in promoting products and services, managing client accounts, and supporting business growth in the hospitality, food, and wellness industries.

#### Administrative and Financial Operations

- Skilled in preparing reports, monitoring budgets, and handling daily office coordination to ensure organized and efficient operations.

#### Leadership and Customer Service

- Proven ability to guide teams, maintain professionalism in client interactions, and contribute to a positive and productive work environment.

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- **December 2016–May 2017**  
Customer Service Representative  
Expedia Account  
Teleperformance Inc. (BPO)
- **May 2014–June 2016**  
Finance Officer  
Finance /Admin Support  
Agro-K Phils. Corporation  
(Coconut and Banana Fertilizer)
- **September 2013–March 2014**  
Sales and Marketing Supervisor  
D' Leonor Inland Resort and  
Adventure Park (Hotel and Resort)
- **September 2012–September 2013**  
Sales and Marketing Officer  
Team Leader  
D' Leonor Hotel  
(Business and Family Hotel)
- **April 2009–May 2009 (Part -time)**  
Project Supervisor  
Hopewell Promo and Events  
(Philip Morris & Marlboro Tobacco)
- **September 2008– February 2009**  
Sales Staff  
Monde Nissin Corporation  
(Food Industry)
- **May– August 2008**  
Marketing Assistant  
Perfect J Cosmetics  
(Beauty & Wellness)

# Comprehensive Virtual Assistant Work Experiences

- **Oct 8, 2019–Oct 16, 2025**

Virtual Assistant & Administrative  
Support Specialist  
Wired on Ltd

- **Year 2019–2025**

Freelance Virtual Assistant  
Lead Generation Specialist  
Light Video Editor for  
Short and Long Form Videos  
Graphic Designer creating  
Social Media Templates  
Podcast Manager and Editor  
Designer in creating Keynote PDF  
Presentations for Coaches and  
Dermatologist  
Side Hustle VA Coaching  
Audio Editor and Transcriptionist  
Research Specialist  
Content Writer AI Assisted  
Social Media Manager

## Main Duties and Responsibilities

- Provide admin and digital support to clients.
- Handle lead generation and maintain client records.
- Edit short and long-form videos for social media use.
- Design graphics, templates, and presentation materials.
- Manage and edit podcast episodes from start to finish.
- Create Keynote and PDF presentations for clients.
- Mentor and guide new virtual assistants.
- Do research and help with content creation.
- Manage social media posting and audience engagement.

## Core Competencies Summary

- Administrative & Digital Support
- Creative Content Production
- Social Media & Lead Management

## Online Tools

- **Communications**

Zoom, Google Meet, LiveWebinar, GoBrunch, Slack, Nifty, Samepage, ClickUp, and Trello.

- **Audio, Video & Content Creation**

Vocaroo, Loom, Audacity, Descript, Invideo, Flixier, Canva, CapCut, and Pinetools

- **Data Management**

Excel, Airtable, and Stackby

- **Graphic Design & Process Documentation**

Canva, VistaCreate, Beacon, Excalidraw, YayImages, Unsplash, Pexels, Freepik, Padlet, Doodle, and Keynote.

- **Transcription & Content Preparation**

Descript, Flixier, Otter, and CapCut

- **Social Media & Scheduling**

Meta Business, Content Studio, Planable.io, and Hootsuite

- **Project & Platform Management**

Mighty Networks, UpCoach, Membership.io, Notion, and HeySummit

- **Copy Support & AI Collaboration**

ChatGPT and Gemini

- **Website and Content Support**

Wix, Meta Business Suite