



Connie S. Baltao

Executive Assistant/Community Manager/ Data Analyst/Content Writer

Profile

Hi, I'm Connie, I'm your future partner. I can help you and organize all task that you need to finish on-time, I'm tech-savvy, hardworking, proactive, and trustworthy. So, what are you waiting for? HIRE ME NOW!

 +6391-6438-7866

 conayiu@gmail.com

 <https://minury2795.my.canva.site/>

 Metro Manila, Philippines

Education

Bachelor of Elementary Education

Global Reciprocal Colleges

2011-2015

Contact Center Services NCII

Aphrodite Training and Assessment Center INC.

June 2021

Professional Skills

- Tech-savvy
- Communication
- Trustworthy
- Hardworking
- Organize
- Punctual
- Creativity

Language

English

Tagalog

Work Experience

April
2022

-

June
2024

JRNY Club INC. (Web3) - Las Vegas

Executive Assistant/Community Manager

- Working with the wider development team.
- Managing the U.S. Taxes. Discord
- Moderator. Answering Tickets. Managing
- Calendars. Scheduling meetings.
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Nov.
2021

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Feb.
2025

Community Juice (Web3) - United Kingdom

Data Analyst

- Working with the wider development team.
- Encode data to the google sheets.
- Creating dashboards and reports
- Analyzing reports

May
2022

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June
2024

Project Godjira Group (Web3) - Australia

Executive Assistant

- Working with the wider development team.
- Manage calendars.
- Scheduling Meetings.
- Tracking Messages.

Aug.
2020

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Jan.
2021

G8 Marketing Inc. - Philippines

Administrative Support/Customer Support

- Working with the wider development team.
- Manage calls and emails.
- Manage Philippine Taxes.
- Manage the orders.

Other Skills

- Calendar Management
- Google Apps
- Microsoft Apps
- Email and Chat Support
- Customer Service
- Data Entry
- Lookers Studio
- Discord Moderation
- Facebook Admin
- Social Media Engagement
- Banner Design
- Video Editing