

SHAIRA MAE TUMULAK

Versatile Virtual Assistant



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Carcar City, Cebu, Philippines



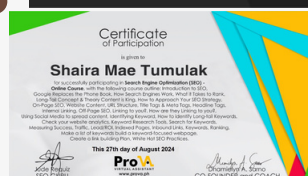
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WORK EXPERIENCE

FREELANCE | PHILIPPINES Hybrid Social Media Manager | 2024 - 2025

- Developed and executed a social media strategy aligned with marketing goals.
- Created engaging content across Facebook and Instagram.
- Managed social media interactions, ensuring timely responses.
- Increased followers by 70% and boosted engagement.
- Generated 1000+ leads and 70% sales growth through social media.
- Improved website traffic by 15% via social media referrals.

CERTIFICATES



A highly adaptable and results-driven freelancer with a strong work ethic and a commitment to excellence. I seek opportunities where I can contribute meaningfully to client success through dependable, quality-driven service. With a passion for continuous learning and skill enhancement, I aim to deliver value in every project while growing professionally in a fast-paced, remote environment.

SKILLS

Data Management
Social Media
Content Creation
Time Management
Web Development
Data Entry

