



# DIAH JANE RAMIREZ

## Virtual Assistant

+63 976-275-0571

diahramirez@gmail.com

San Isidro, Paranaque., PH

reallygreatsite.com

### Skills

- Management Skills
- Social Media Marketing
- Appointment Setting
- Calendar Management
- Email Marketing
- Lead Generation
- Transcription
- SEO

### Language

English ☐

Tagalog ☐

Cebuano ☐

## About Me

**Motivated Administrative Assistant Ready to Help:** With a strong focus on productivity and efficiency, I'm a virtual assistant who's driven by results. Whether it's managing emails, scheduling, or organizing projects, I bring a can-do attitude and a commitment to making your life easier!

## Experience

Zapport Services Inc.

Pio Del Pilar, Makati City

2021 - 2025

As a Payment Officer in the gaming industry, I manage and oversee all financial transactions related to in-game purchases, subscriptions, and player payments. My role involves ensuring smooth, secure, and timely processing of payments, resolving any payment-related issues, and maintaining strong relationships with payment providers.

Let's Face It Inc.

Glorietta, Makati City

2011 - 2020

As a skilled esthetician with 9 years of experience, I specialize in providing personalized skincare treatments, including facials, hair removal, and body treatments. My expertise lies in analyzing clients' skin types and needs to offer tailored solutions that promote healthy, glowing skin. I stay up-to-date with the latest skincare trends and techniques, ensuring the highest level of care and client satisfaction.

## Education

Bagonbon Nat. High School

2008 - 2009

GRADUATE

## Training

SURGE QC South Training Center

Masterclass Virtual Assistant

FEBRUARY 2025

Reference:

Stephanie Alano

HR Manager

+63 916-7711-027

## Tools

