



ERIKKA MARIE DEL ROSARIO

EXECUTIVE ASSISTANT
OPERATIONS MANAGER
CONTENT CREATOR
SOCIAL MEDIA MANAGER

PERSONAL PROFILE

Date of Birth: 30 November

Civil Status: Married

Country & Nationality: Philippines (Filipino)

Current Country of Residence: Estonia

Language: Filipino (Native), English (C2)

PROFESSIONAL SKILLS

- Business Administration & Leadership
- Calendar Management & Appointment Setting
- Content Creation
- Content Strategy
- Customer Support
- Email Management
- Human Resource Management
- Procurement
- Project Management
- Social Media Management
- Sales & Email Marketing
- Travel & Events Planning

WEBSITE

CREATIVE PORTFOLIO

PERSONALITY TESTS

[DISC & Motivators Report](#)

[Predictive Index Behavioral Assessment](#)

[16Personalities](#)

VIDEO INTRODUCTION

SOCIALS

CONTACT INFORMATION

Address:

Rakvere, Laane-Viru County, Estonia 44307

Mobile Number/Viber/WhatsApp/Telegram:

Estonia: +372 5680 0069

Philippines: +63 927 498 0799

Email:

edr.erikkadelrosario@gmail.com

WORK EXPERIENCE

VIRTUAL ASSISTANT

Mantaro Partners

December 2021 - Present

- Support of the CEO & Founder
- Social media management
- Campaign management
- Human resource: recruitment pipeline management
- Research
- Travel planning & management

CHIEF EXECUTIVE OFFICER

MSLS Ventures

November 2021 - Present

- Hired as a CEO by the founder
- Business structure development
- Email management
- Human resource: sourcing, hiring & onboarding
- Social media management
- Content strategy & creation
- Digital marketing
- Email marketing
- Marketing promotions
- Research
- Accounting: invoice reporting & reconciliation

OPERATIONS MANAGER

Cognego & Martisement

November 2021 - Present

- Business structure development
- Email management
- Human resource: sourcing, hiring & onboarding
- Social media management
- Content strategy & creation
- Digital marketing
- Email marketing
- Marketing promotions
- Research
- Accounting: invoice reporting & reconciliation
- Website management & maintenance

EXECUTIVE ASSISTANT

imagineGROWTH Institute

June - October 2021 (Full-time)

- Overall support of two founders
- Business structure development
- Calendar and schedule management
- Email management
- Human resource: sourcing, hiring, onboarding
- Accounting: Invoice reporting & reconciliation
- Sales follow ups
- Client onboarding
- Social media management
- Campaign management
- Procurement
- Research
- Travel & events management

VIRTUAL ASSISTANT & SOCIAL MEDIA MANAGER

Plant Based Fitness

May 2021 (Part-time)

- Overall support of the business owner
- Business structure development
- Calendar and schedule management
- Email management
- Human resource: sourcing, hiring, onboarding
- Client onboarding
- Social media management
- Research
- Content creation
- Digital marketing
- Email marketing

OTHER INTERESTS

- Traveling - 28 countries & counting
- Vlogging - Check out my [YouTube](#) channel
- Writing reviews on [Google Maps](#)
- Incorporating [Young Living Essential Oils](#) in my lifestyle

VIRTUAL ASSISTANT

Mine'd

May 2021 (Part-time)

- Overall support of the CEO & producer
- Administrative tasks
- Email management
- Updating podcast videos & descriptions
- Customer support via Intercom

EXECUTIVE ASSISTANT

Elevated Web Apps

March 2021 (Part-time)

- Overall support of the CEO & Founder
- Business structure development
- Calendar and schedule management
- Email management
- Human resource: sourcing, hiring, onboarding
- Social media management
- Research
- Travel planning & management

OPERATIONS MANAGER

Northern Gasoline Station &

Convenience Store Inc.

April 2015 - June 2021

- Overall support for business structure & development
- Email & accounts management
- Reporting sales, inventories, and prices
- Procurement of fuels, lubricants & supplies
- Marketing promotions & reconciliations
- Human resource: sourcing, hiring, onboarding, & evaluate employees' performances
- Employees schedule management
- Content creation for signages & infographics
- Communicate with territorial managers, suppliers, customers, and local government units
- Create new advisories, memos, and forms from the superiors
- Conducts customer surveys, satisfactions, & complaints

OWNER

Bobanova Milktea Corner | 2020

- Business structure & development
- Conceptualize, create, & test ingredients for beverage recipes
- Compute detailed costing, price mark-up, loss & profit, and other finances
- Menu planning
- Conceptualize & execute creative content for Facebook & Instagram page
- Create brochures and banner ads for marketing promotions
- Take, make, and deliver orders
- Receive payments from customers

EDUCATION

LYCEUM OF THE PHILIPPINES UNIVERSITY

*Bachelor of Science in International
Hospitality Management, 2015*

- Specialization in Cruise Line Operations and Culinary Arts
- Attended from 2011 to 2015
- Graduated with a Latin Honor-Cum Laude
- Dean's Lister and Scholar from 2011 to 2015

PAMPANGA HIGH SCHOOL

High School Graduate,

Class of 2011

FAMILIARITIES

Software tools

- G-suite & Microsoft
- Project management: Taiga, Jira, Trello, Plutio, Notion, Click-up
- Communications: Slack, Zoom, WhatsApp, Signal, Skype, Telegram, Discord
- Website development: WordPress
- Marketing: Mailerlite, MailChimp
- Customer support: Intercom

