

# MERISSA MAE VILLAR

VIRTUAL ASSISTANT | SOCIAL MEDIA  
MANAGER | VIDEO EDITOR

## ABOUT ME

I am a dedicated freelance Virtual Assistant with a strong background in administrative support, social media management, and video editing.

With a passion for helping small businesses thrive, I specialize in streamlining operations, managing social media accounts, and creating engaging video content for platforms like YouTube and other social channels.

My goal is to provide efficient and creative solutions that allow business owners to focus on what they do best while I handle the behind-the-scenes work.



## CONTACT

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Remote | Philippines

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## EDUCATION

### Social Media Management and Marketing

2021

Elevate Elites Academy

### AB Mass Communications

2006-2010

Adamson University

## WORK EXPERIENCE

### Social Media Manager | Virtual Assistant | Video Editor

Freelance

2020 - Present

#### Virtual Assistant (Administrative Support):

- Managing email correspondence and filtering important messages
- Organizing and maintaining digital files and documents
- Scheduling meetings, appointments, and managing calendars
- Creating and maintaining spreadsheets, databases, and reports
- Handling client inquiries and customer service support
- Data entry and organization of client information

## MY SKILLS

Video Editing

Digital Marketing

Graphic Design

Social Media Mgt

Admin

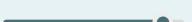
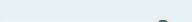
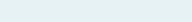
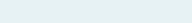
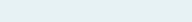
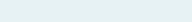
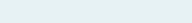
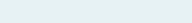
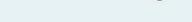
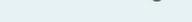
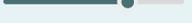
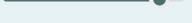
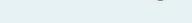
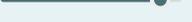
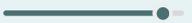
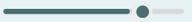
### Social Media Manager:

- Creating and scheduling content across platforms like Instagram, Facebook, LinkedIn, and Twitter
- Engaging with audiences by responding to comments, messages, and mentions
- Analyzing social media metrics and providing performance reports
- Developing social media strategies to grow followers and increase engagement
- Researching trending topics, hashtags, and industry news to optimize content
- Running and managing social media ads and promotions
- Collaborating with clients to ensure brand voice and messaging are consistent

### Video Editor:

- Editing videos for YouTube and social media platforms (e.g., Instagram Reels, TikTok, Facebook)
- Adding effects, transitions, and music to videos to create polished content
- Syncing audio and video, adjusting color grading, and creating thumbnails
- Collaborating with clients to meet their vision and objectives for video content
- Ensuring videos are optimized for specific platforms (YouTube, Instagram, etc.)
- Uploading and organizing video content on YouTube, with titles, descriptions, and tags
- Creating short video clips and trailers for promotional purposes

## TOOLS

PaperBell	
Canva	
ConvertKit	
Asana	
Later	
Meta	
Trello	
Google	
Dropbox	
Spotify (Podcast)	
Slack	
YouTube Studio	
Wordpress	
CapCut	
Dubsado	
MailChimp	
Microsoft	
Zoom	
Filmora	
ChatGPT	
Calendly	
Notion	
AirTable	
Edits	