

HANAN PANGALIAN

VA / SMM/ CONTENT CREATOR

CONTACT INFORMATION

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PORTFOLIO LINKS

🌐 <https://bit.ly/HansVirtualWebsite>
📌 <https://bit.ly/HananLinkedIN>
📌 <https://bit.ly/HananUpwork>
📌 <https://bit.ly/HananSMMPortfolio>

SOCIAL



@hansvirtual

EDUCATION

Bachelor of Science, Major in
Psychology (BS Psych)
-Xavier University-Ateneo de
Cagayan, Cagayan de Oro City,
Philippines, 2004-2008

PROFILE

Results-driven Administrative Assistant, Social Media Manager, and Content Creator with a strong marketing background. Skilled in generating leads and boosting brand visibility through strategic content and organic growth.

VIRTUAL ASSISTANT SKILLS

- Web/Online Research
- Shopify Management
- Customer Support
- Calendar Management
- Website Creation
- Social Media Management
- Data Entry
- Graphic Designing
- Video Editing
- Email Management
- Outbound Calling
- Social Media Marketing

TOOLS/APPS/SOFTWARE

- Microsoft Office
- Adobe Photoshop
- Adobe Illustrator
- Creator Studio
- Podio CRM
- Google Applications
- Canva
- Hootsuite
- Trello
- Filmora
- Crello
- Nextiva
- Asana
- Wix
- Zoom

WORK HISTORY

HOME HEALTH CARE VA

JULY 2022-OCT 2023

Daily Dove Care

- Communicate with clients to schedule and confirm appointment visits.
- Contact Doctors and insurance network to schedule appointments within network.
- Report results to Excel and HHA System.

SOCIAL MEDIA MANAGER

SEPT 2020-MARCH 2022

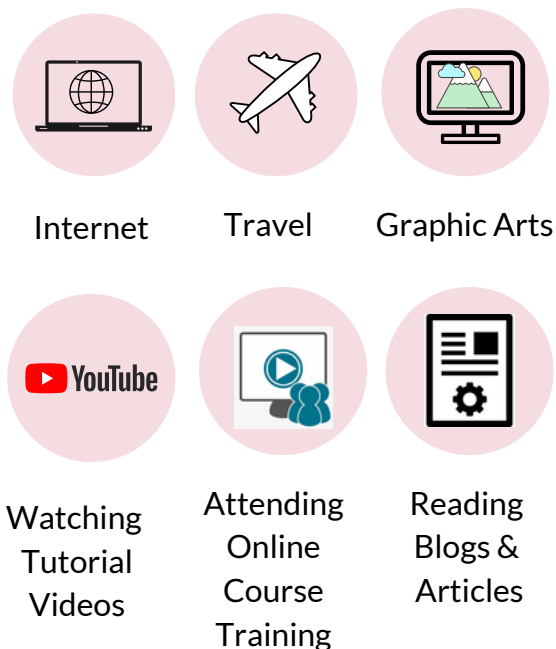
Virtually Foxy Business Support Services LLC

- Create Social Media Contents for 6 accounts in Instagram, Facebook and LinkedIn.
- Niche industries are: trucking logistics, finance coach, business coach, realtor, real estate wholesale mentor, real estate virtual assistant agency.
- Engagement in 5 accounts Instagram accounts.
- Schedule Contents using Creator Studio/Facebook Business Suite.
- Grow followers.

TRAINING

- **Basic Freelance Skills & Online Business Training**
-Quickpro Online Professional Academy, Nov 2019-March 2020
- **Virtual Assistant Training Course**
-Work at Home - Virtual Assistance by Mommy Dham, June 4, 2020
- **Social Media Marketing & Management by Julmar Locsin**
- Filipino Virtual Assistance, July 2020
- **Social Media Management and Marketing by Faustina Parma**
-Elevate Elites Academy, Nov 27, 2020
- **Graphic Designer's Workshop (plus Digital Illustration)**
-The Freelanschool, Feb 17, 2021
- **Social Media Management- In Dept Online Course by Marco Jose**
-Pro VA, Nov 21, 2021

INTERESTS



SOCIAL MEDIA MANAGER AUGUST- SEPT 2020

Filipino Virtual Assistance Apprentice

- Generating engagements in LinkedIn by liking, commenting & sharing
- Increasing connections.
- Content creation, designing & scheduling social media posts via Hootsuite.

VIRTUAL ASSISTANT | SMM MAY-AUGUST 2020

GigVillage

- Create Google Docs, Google Sheets, Google Slide
- Calendar and Email Management
- Organize tasks through Trello and Asana.
- Create & Design social media graphic posts and schedule through Creator Studio..
- Wix Website Creation.

REAL ESTATE ADMIN VA MAY 2020

Real Estate Investor

- Extract name, company, and address of the real estate property managers from the website and insert them into Google Sheet.
- send property manager each message/email for appointment

SOCIAL MEDIA MANAGER JUNE-JULY 2020

Click's Delectable Treats

- Monitor Facebook page.
- Create graphics for content post.

FB ADS MANAGER/ SMM DEC2019-JAN 2020

Classy Store Ph

- Promoted and advertised the products on Facebook Ads.
- Managed Facebook account business page.
- Answered customer's inquiries.

FREELANCER ADMIN VA DEC 2010 - JULY 2020

Upwork

- Data Entry Admin Tasks
- Real Estate Admin Tasks
- Shopify Pics Editing using Canva