



I help busy business owners stay organized, responsive, and efficient so they can focus on growing their business with confidence.

# Mari Kristine Denise Limbo

Executive VA | Lead Generation & Travel Coordination | Data Operations

**BASED IN**  
*Davao City, Philippines*

**TIME ZONE**  
*PHT UTC +8:00*

**AVAILABLE**  
*40 hrs/week*

# About me.

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*I'm a Virtual Assistant helping businesses stay organized through reliable admin support, data management, and coordination. I make daily operations easier so clients can focus on growing their business.*

*I've built experience in customer service, travel, and administrative roles where accuracy and organization are key. Over time, I discovered I enjoy supporting operations and keeping things running smoothly, which naturally led me to virtual assistance.*

*Working with me means you can expect quick responses, clear communication, and dependable support you don't have to follow up on. I make sure tasks are done properly and on time, so things just run smoothly on your end.*



## QUICK FACTS

Years of experience

**3+ years**

English proficiency

**C2 - Fluent / near-native level**

Languages

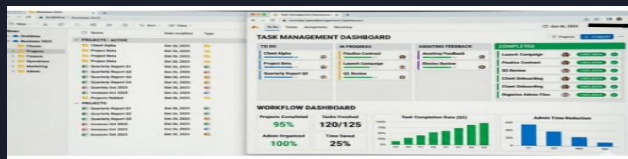
**English, Filipino**

Primary work style

**Remote**

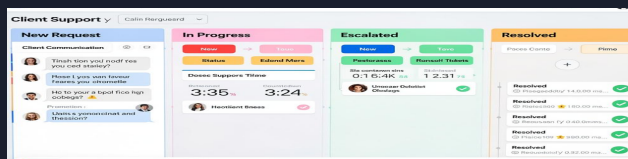
# What I deliver.

01



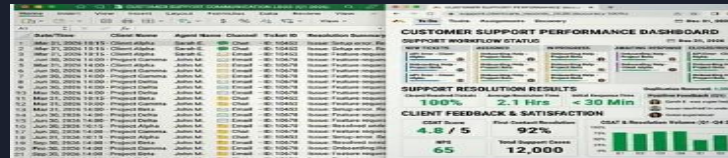
Keep daily tasks, records, and workflows organized through reliable administrative support and structured systems.

04



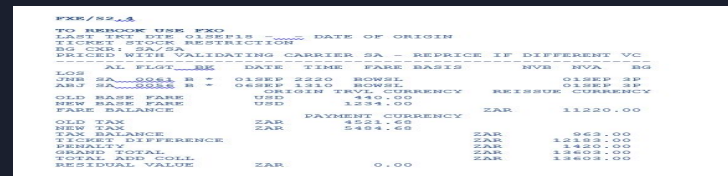
Deliver responsive and professional client support through clear communication and timely issue resolution.

02



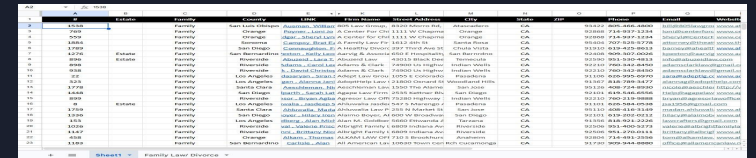
Maintain clean, accurate, and updated databases through detail-oriented data entry and organization.

05



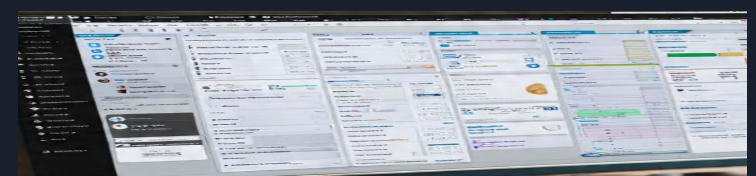
Manage bookings, reservations, and travel-related requests through efficient coordination and Amadeus expertise.

03



Find high-quality prospects and valuable business data through targeted web research and lead sourcing

06



Reduce operational workload and improve efficiency through dependable virtual assistance and task management.

# Tools I work in.

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*GMAIL*



*Google Meet*



*Microsoft Teams*



*Monday.com*



*Google Calendar*



*Microsoft Excel*



*Microsoft Word*



*Microsoft Office Suite*



*Google Drive*



*Google Sheets*



*Canva*



*Microsoft Clipchamp*

# How we'll work.

*A Structured Approach to Delivering Accurate, Efficient, and Reliable Virtual Support*

01

## Discovery

*I take time to understand the client's needs, review instructions or files, and clarify anything unclear so I have a clear direction before starting the work.*

02

## Setup

*I prepare and organize all needed tools, files, and systems in a clear structure before starting the task to ensure smooth and efficient work.*

03

## Execution

*I work through the tasks carefully based on the instructions, making sure everything is done accurately and in order. I also double check my work as I go to avoid mistakes and keep things consistent.*

04

## Reporting

*I give regular updates on what I've completed and make sure everything is properly documented. I also highlight any important details or issues so the client stays informed on the progress.*

# How I built a verified database of school administrators across Texas in 2 weeks

**CLIENT**

Education / Lead Generation Project

**DURATION**

2 weeks

**PROBLEM**

The client needed a reliable and organized list of school administrators across Texas for outreach purposes but had no centralized or verified database.

**SOLUTION**

- Researched schools across Texas to identify key administrators
- Verified and collected accurate contact details
- Organized all data into a clean, structured spreadsheet

**RESULT**

The client received a clean, verified, and well-structured database of school administrators, which improved their outreach efficiency and significantly reduced manual research time.



Highly organized and accurate data delivery. The final list was exactly what we needed for our outreach campaign . — Daniel

## CASE STUDY • 02

# How I helped a client build a complete database of divorce lawyers in California within 1 week

## PROBLEM

*The client needed a comprehensive and accurate list of divorce lawyers in California, but did not have a centralized or organized database to support outreach and research efforts.*

## SOLUTION

*I researched and verified divorce lawyers across California, then gathered and organized their key details like names, contact information, and locations into a clean and accurate spreadsheet.*

## RESULT

*The client received a clean, organized database of qualified divorce lawyers, which made outreach more efficient and significantly reduced time spent on manual research.*

	C	D	E	F	G	H	I	J	K	L	M	N	
1	Family	County	LINK	Status	Number	Ad Date	First Name	Last Name	Firm Name	Street Address	City	State	ZIP
2	Family	Orange	<a href="#">Poyner, Loni Jo</a>	Active	222895	Dec-02	Loni	Klein	A Center For Chi	1111 W Chapma	Orange	CA	
3	Family	Sonoma	<a href="#">Campoy, Bret E</a>	Active	178052	Dec-95	Bret	Campoy	A Family Law Fir	1612 4th St	Santa Rosa	CA	
4	Family	San Diego	<a href="#">Connaughton, F</a>	Active	163402	Dec-92	Francis	Connaughton	A Healthy Divorc	397 Third Ave St	Chula Vista	CA	
5	Family	Los Angeles	<a href="#">dasaryan, Siran</a>	Active	331126	Jun-20	Siran	Bagdasaryan	Adept Law Grou	1055 E Colorado	Pasadena	CA	
6	Family	Santa Clara	<a href="#">Aeschleman, Nik</a>	Active	240343	Dec-05	Nicole	Aeschleman	Aeschleman Law	1550 The Alame	San Jose	CA	
7	Family	San Diego	<a href="#">parth, Sarah Lat</a>	Active	299845	Dec-14	Sarah	Redparth	Agape Law Firm	2535 Kettner Blv	San Diego	CA	
8	Family	Riverside	<a href="#">sor, Bryan Agba</a>	Active	348847	Feb-23	Bryan	Agresor	Agresor Law Offi	75280 Highway	Indian Wells	CA	
9	Family	Santa Clara	<a href="#">Ahluwallia, Mad</a>	Active	175664	Jan-95	Madan	Ahluwallia	Ahluwallia Law P	255 N Market St	San Jose	CA	
10	Family	San Diego	<a href="#">oyer, Hilary Iren</a>	Active	265142	Dec-09	Hilary	Boyer	Alaimo Boyer, At	600 W Broadwai	San Diego	CA	
11	Family	Los Angeles	<a href="#">dberg, Alan Mich</a>	Active	136988	Dec-88	Alan	Goldberg	Alan M. Goldber	5660 Etiwanda A	Tarzana	CA	
12	Family	Riverside	<a href="#">nni, Brittany Nic</a>	Active	343962	May-22	Brittany	Yanni	Albright Family	L 6809 Indiana Av	Riverside	CA	
13	Family	Orange	<a href="#">Alkam, Thomas</a>	Active	223407	Dec-02	Thomas	Alkam	ALKAM LAW OFF	710 S Brookhurs	Anaheim	CA	
14	Family	San Bernardino	<a href="#">Carlisle, Alan</a>	Active	114205	Aug-84	Alan	Carlisle	All American Lav	10630 Town Cen	Rich Cucamonga	CA	
15	Family	San Bernardino	<a href="#">s, Christine Reb</a>	Active	298019	Jul-14	Christine	James	All American Lav	10630 Town Cen	Rich Cucamonga	CA	
16	Family	San Diego	<a href="#">enig, Cassandra</a>	Active	331040	Jun-20	Cassandra	Koenig	Aloha Divorce	11622 El Caminc	San Diego	CA	
17	Family	Contra Costa	<a href="#">Alvis, Amy Lynn</a>	Active	188086	Jun-97	Amy	Alvis	ALVIS QUASHNG	3341 Walnut Blv	Brentwood	CA	
18	Family	Los Angeles	<a href="#">lowell, Leslie Kyl</a>	Active	217621	Dec-01	Leslie	Howell	Amicable Divorc	3820 E Colorado	Pasadena	CA	
19	Family	San Diego	<a href="#">Botros, Andrew</a>	Active	265697	Dec-19	Andrew	Botros	Andrew J. Botro	12348 High Bluff	San Diego	CA	
20	Family	San Diego	<a href="#">Bylsma, Orion Ji</a>	Active	263390	Jun-09	Orion	Bylsma	Andrew J. Botro	12348 High Bluff	San Diego	CA	
21	Family	San Diego	<a href="#">Johnson, Andra</a>	Active	207864	Jun-00	Andrew	Johnson	Andrew P. Johns	440 S Melrose D	Vista	CA	
22	Family	Sacramento	<a href="#">Andrews, Jennifi</a>	Active	317390	Dec-17	Jennifer	Andrews	Andrews Family	1024 Iron Point I	Folsom	CA	
23	Family	San Diego	<a href="#">Cook, Andrew D</a>	Active	171354	Jun-94	Andy	Cook	Andy Cook Law	1901 1st Ave 2Fl	San Diego	CA	

# Three ways to work together.

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## STARTER

Starting from

**\$5.00**/hour

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*Solopreneurs or startup founders who need a reliable right hand to clean up their operations and handle essential travel.*

### INCLUDES

- 40-50 verified prospects/week via targeted web research.
- Basic domestic booking and itinerary management.
- Daily database management and CRM record updates.
- Email filtering and basic calendar scheduling.

## MOST POPULAR

## PROFESSIONAL

Starting from

**\$10.00**/hour

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Established small businesses or agencies that need someone to own their travel systems and sales lead flow with minimal supervision.

### INCLUDES

- 80-100 verified leads/week + initial outreach tracking.
- Global travel management (multi-leg, international, VIP).
- Full lead lifecycle tracking and reporting
- Monthly lead conversion and travel spend reports.

## PREMIUM

Starting from

**\$15.00**/hour

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*Companies looking for a specialist who doesn't just "do tasks" but improves their business processes and manages high-value data.*

### INCLUDES

- Deep-dive competitor research and market trend reports.
- Strategic upselling identification during sales support calls.
- Creating SOPs for all handled tasks.
- Monthly auditing of datasets to ensure 100% integrity.

# Why work with me.

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## 01 Reliable Time Zone Alignment

PHT UTC +8:00

*I can provide overlapping hours with clients in AU, US, and UK markets, ensuring smooth communication and faster turnaround times.*

## 02 Strong English Communication (C2)

*I communicate clearly and professionally in English, making collaboration easy, accurate, and efficient without misunderstandings or delays.*

## 03 Proven Hands-On Experience

*With 3+ years in customer service, travel support, and virtual assistance, I bring real-world experience in handling clients, systems, and operational tasks with accuracy and care.*

## 04 Smart Hiring Value (Not Just Cost)

*You're not just hiring support, you're getting a reliable, detail-focused assistant who improves efficiency, reduces workload, and helps your business run smoother and more effectively.*

# Let's talk.

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*Let's talk about how I can help take some tasks off your plate so you can focus on growing your business.*

[BOOK A DISCOVERY CALL →](#)

## OR REACH OUT DIRECTLY

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*Flexible Availability · PHT (UTC+8) · Clear communication & timely responses*