

PORTFOLIO

ADMIN / GENERAL VA

MARICEL TOLEDO

ADMIN / GENERAL VA



WELCOME TO MY PORTFOLIO

Hi, I'm Maricel Toledo. I have over three years of experience as a Compliance Officer in the manpower industry, where I handled government reporting, audits, documentation, and coordination with agencies. That role really helped me build strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently.

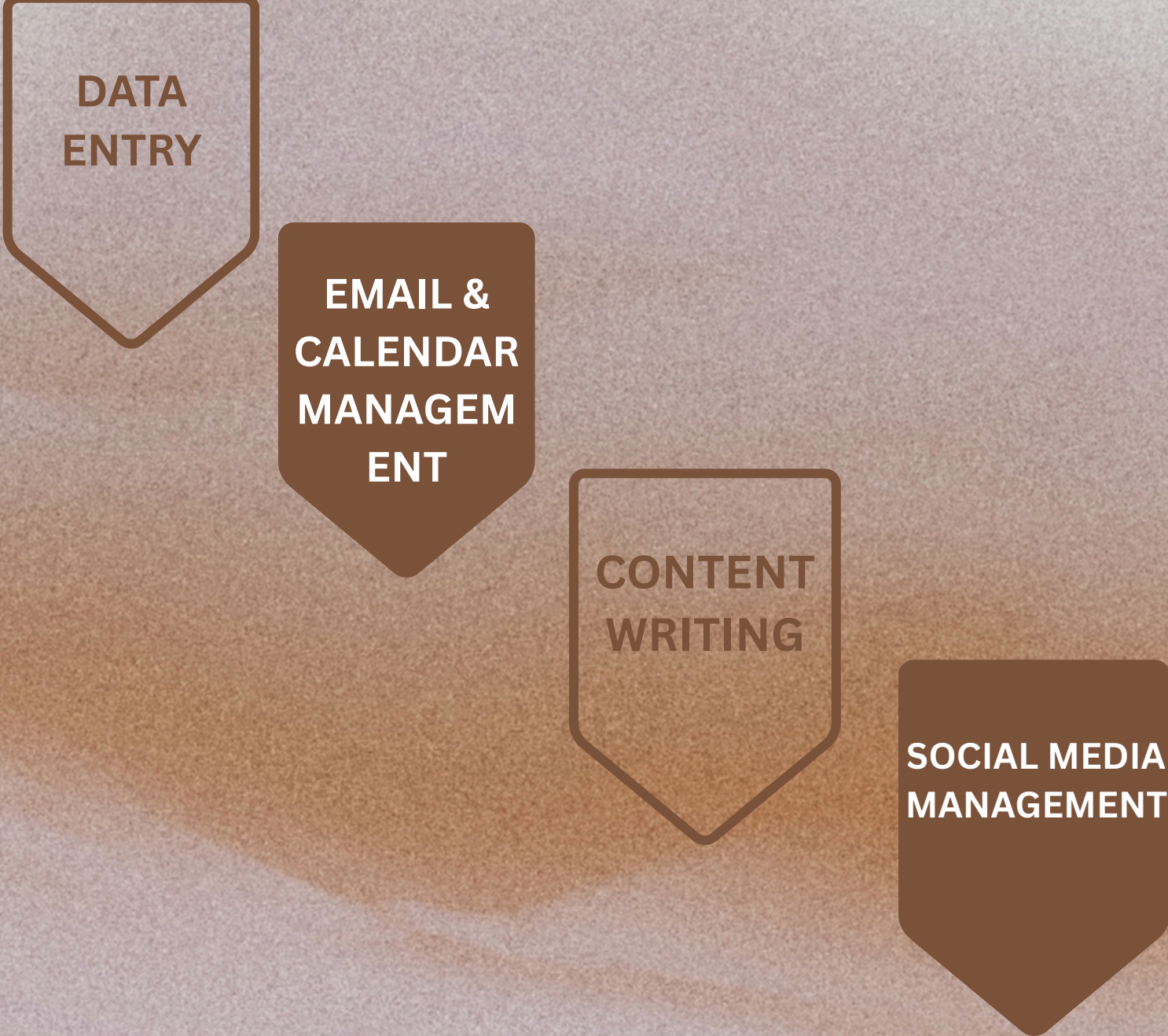
At the same time, I run my own trucking business, where I manage day-to-day operations, handle client coordination, and lead our marketing efforts on social media. I create content, run ads, and monitor performance to attract and retain clients, which strengthened my skills in digital tools, communication, and problem-solving.

With this combination of corporate compliance experience and hands-on business management, I bring a well-rounded skill set that fits well in an Admin or General VA role. I'm highly organized, proactive, and comfortable supporting different areas of a business—from admin tasks to client communication and basic marketing support.

EDUCATION

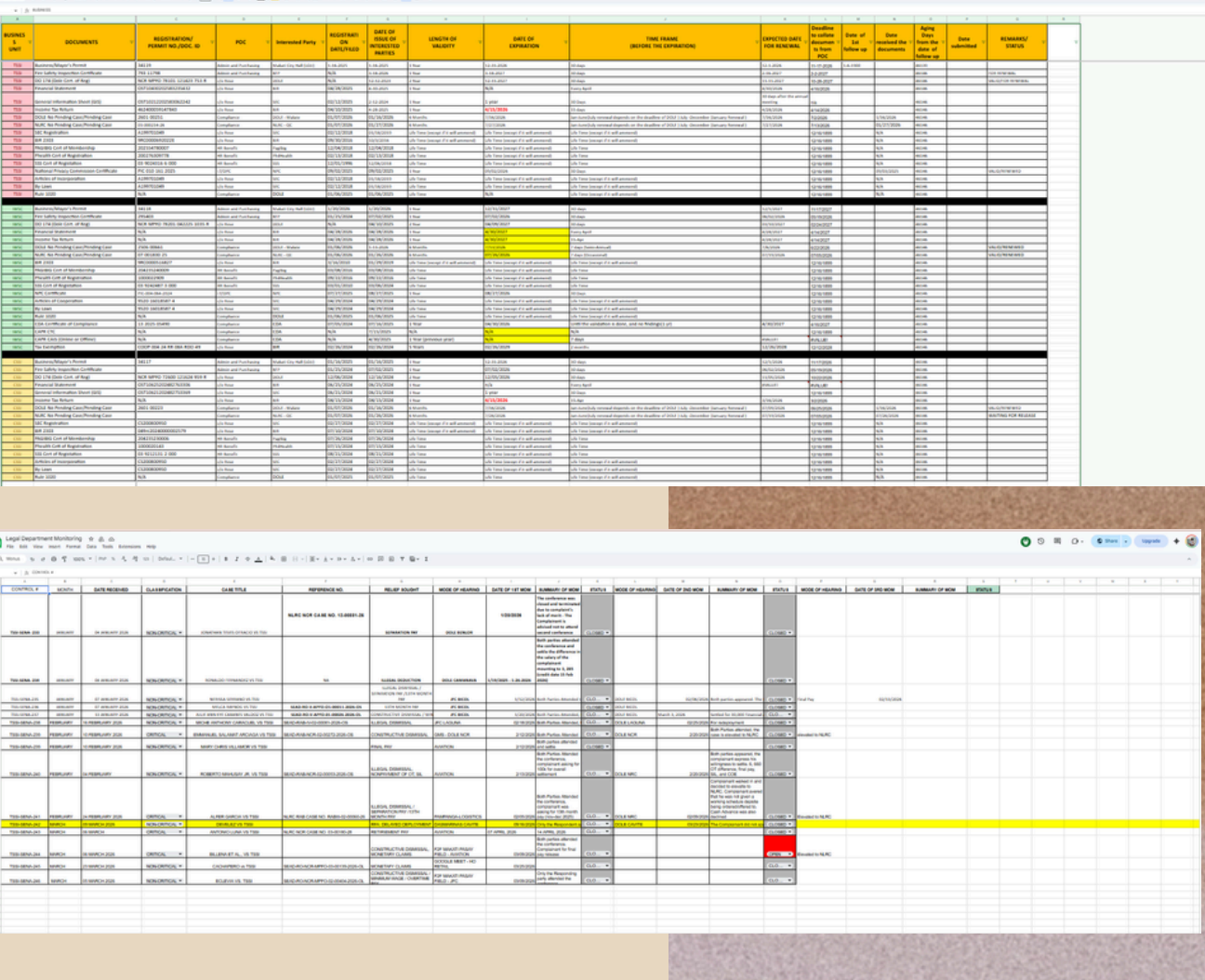
- NEW ERA UNIVERSITY - CENTRAL AVE. QUEZON CITY
 - BACHELOR OF ARTS IN POLITICAL SCIENCE
- ACADEMIA DE SAN LORENZO- SAN JOSEN DEL MONTE, BULACAN
 - TECHNICAL VOCATIONAL - INFORMATION COMMUNICATION TECHNOLOGY

PERSONAL SKILLS

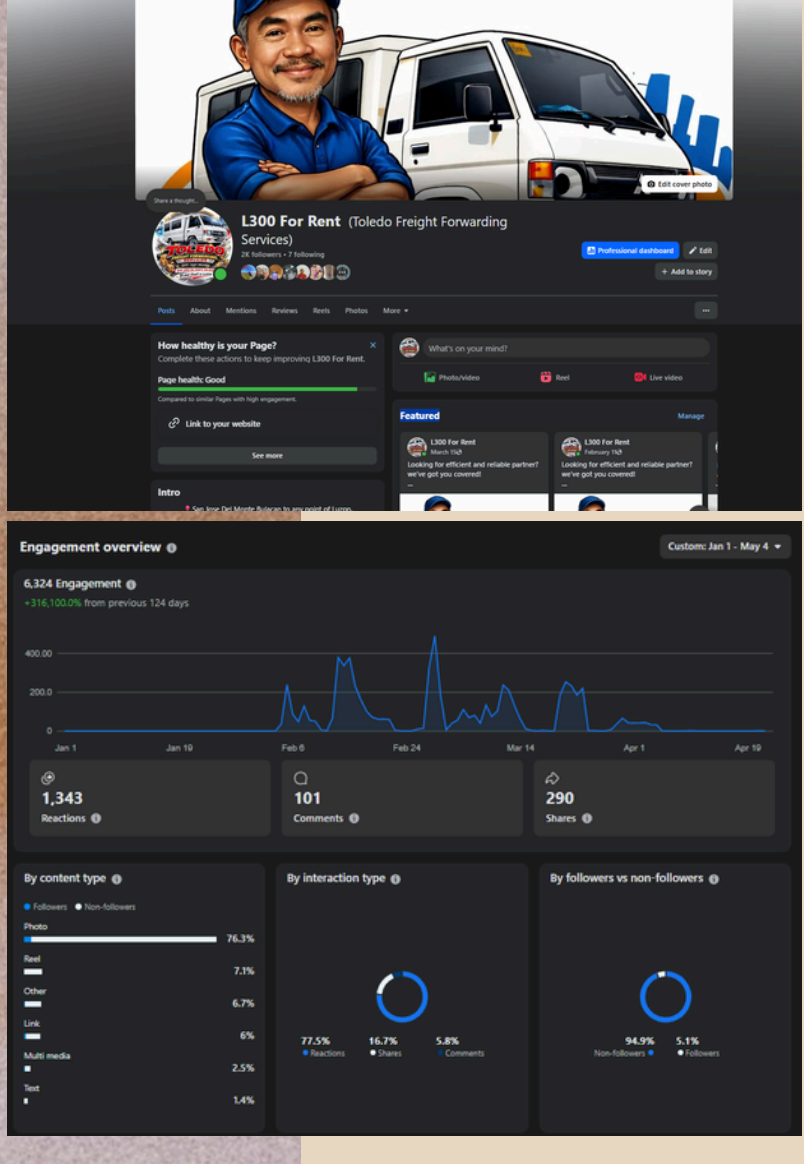


SAMPLE WORKS

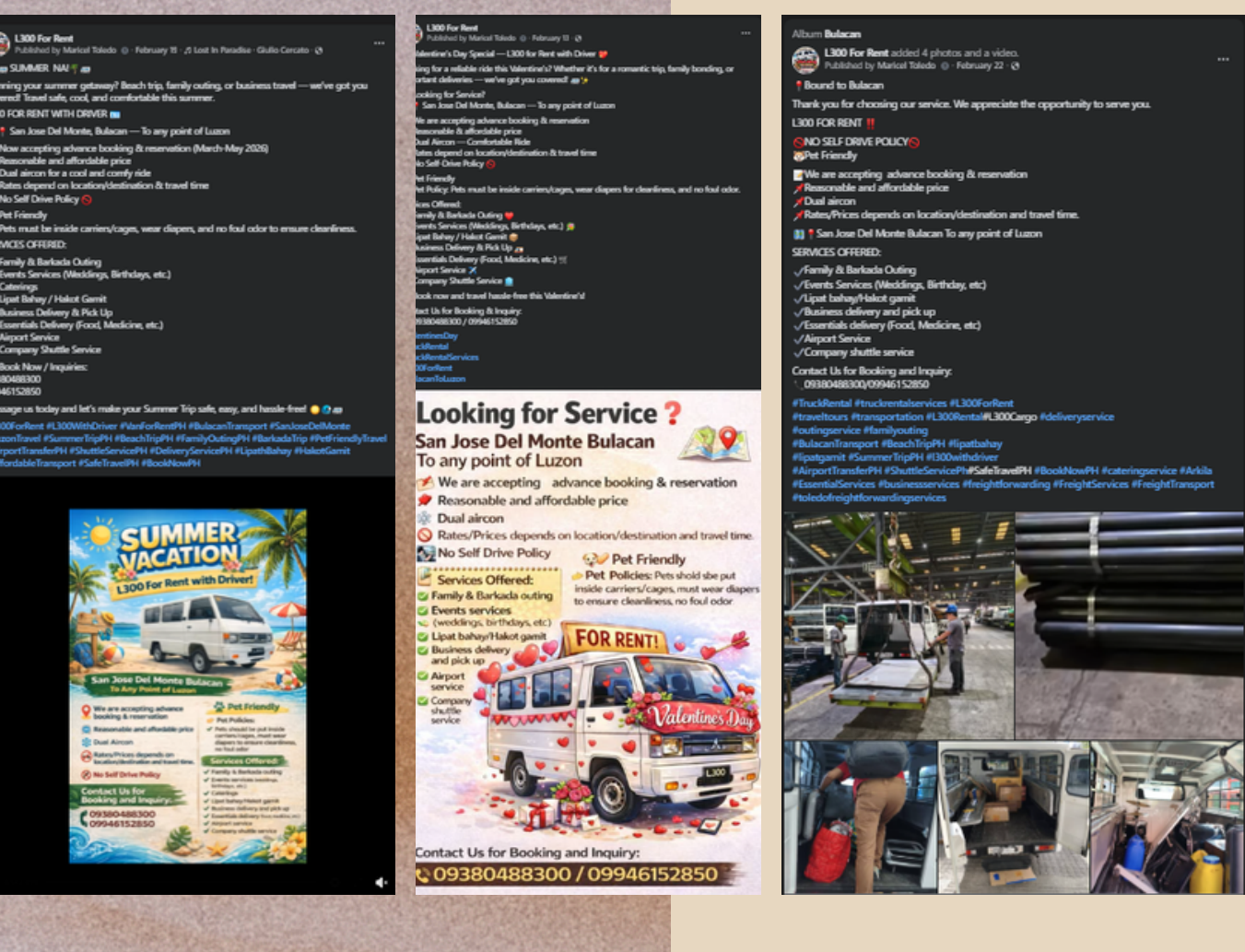
DATA ENTRY



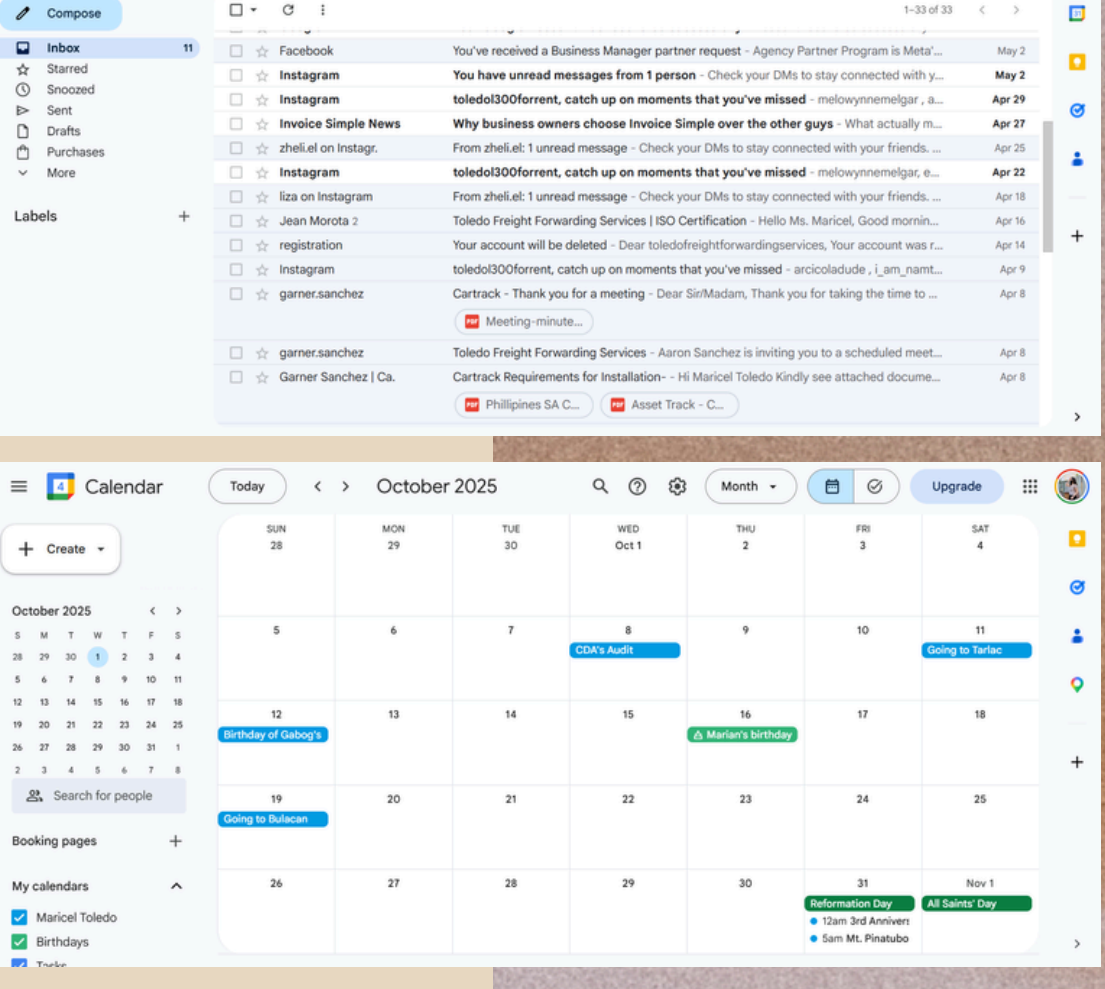
SOCIAL MEDIA MANAGEMENT



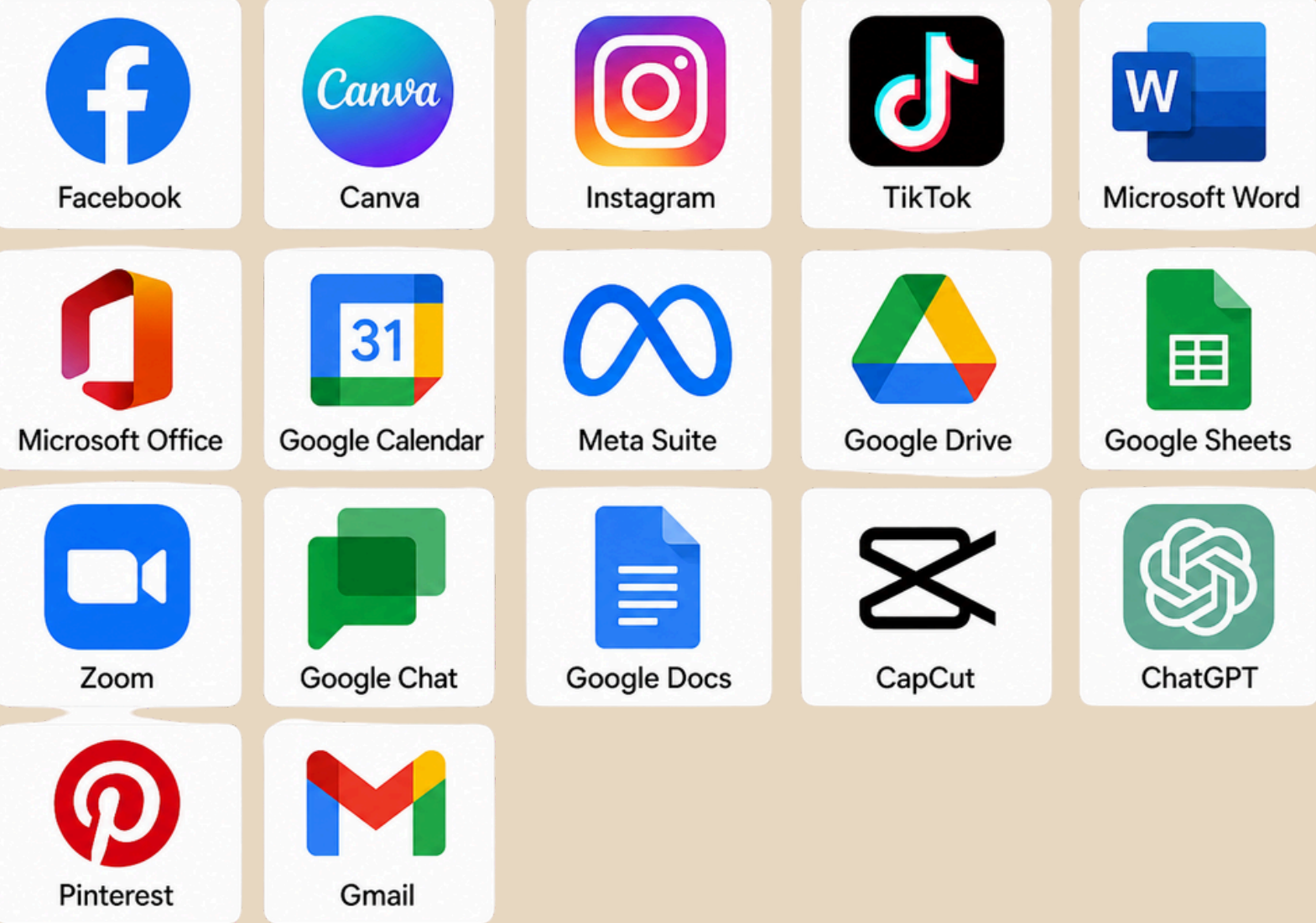
CONTENT WRITING



EMAIL & CALENDAR MANAGEMENT



TOOLS



LET'S CONNECT