

# AICY HERNANDO

Virtual Assistant | Executive Assistant | Social Media Manager

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## PROFESSIONAL SUMMARY

Dedicated and results-driven Virtual Assistant with over 7 years of experience supporting business owners, entrepreneurs, and growing companies remotely. Skilled in administrative support, social media management, lead generation, Shopify management, customer support, and executive assistance. Passionate about helping businesses improve efficiency, strengthen their online presence, and streamline operations.

## CORE SERVICES

- Social Media Management & Marketing
- Executive & Administrative Assistance
- Email & Calendar Management
- Lead Generation & Outreach
- Shopify Store Management
- Research & Data Entry
- CRM & Database Management
- Customer Support
- Real Estate Virtual Assistance
- Content Creation & Canva Design

## SOCIAL MEDIA MANAGEMENT

- Content Creation & Scheduling
- Facebook & Instagram Management
- Audience Engagement
- Canva Graphics & Reels
- Social Media Analytics
- Lead Generation Campaigns

## EXECUTIVE & ADMINISTRATIVE SUPPORT

- Inbox & Calendar Management
- Appointment Scheduling
- Travel Arrangements
- Document Formatting
- Data Entry & Reporting
- Client Communication

## SHOPIFY & E-COMMERCE SUPPORT

- Shopify Store Setup
- Product Listing & Optimization
- Product Research

- Order Fulfillment
- Customer Support

## **REAL ESTATE VIRTUAL ASSISTANCE**

- Property Research
- MLS Reporting
- Listing Management
- Lead Follow-Up
- CRM Updates
- Email Campaigns

## **WHY WORK WITH ME**

- 7+ Years Remote Work Experience
- Strong Communication Skills
- Organized & Detail-Oriented
- Reliable & Self-Motivated
- Fast Learner & Problem Solver
- Dedicated to Long-Term Client Success

## **CONTACT INFORMATION**

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