

Resume: Sheena Marie

The tools I'm familiar with:

Podio;REISift;RESimpli;Spreadsheets;XenCall (Ready Mode);CallTools;Zapier;Other Tools

Other tools: Batchdialer, Launch Control

My Work Experience:

Company: Growth99

Role: Content Writer

Period: 2022-02-02 – 2024-06-28

Responsibilities: • As a key responsibility, writing and editing high-quality content for medical aesthetics involves creating well-researched, engaging material tailored to the industry. This ensures consistency in tone, style, and accuracy. Conducting thorough research to stay updated with industry trends and verifying information from reputable sources is essential. Additionally, participating in content calls with clients helps gather detailed information, tailor content to their target audience, and refine content strategies based on client feedback, ensuring content meets and exceeds client expectations.

Reason for leaving: I don't see myself growing.

Company: Athena Careers

Role: Executive Assistant

Period: 2023-12-04 – 2024-06-11

Responsibilities: • Responsibilities include managing email communication, maintaining and organizing calendars, arranging travel logistics, and conducting research tasks as required. The role involves ensuring timely email responses, scheduling meetings and appointments, coordinating travel itineraries, and providing comprehensive research support to facilitate informed decision-making. Exceptional organizational and communication skills and the ability to prioritize tasks effectively and maintain confidentiality are essential.

Reason for leaving: Management Issue

Company: Integria Careers

Role: Cold Caller

Period: 2020-07-20 – 2023-10-20

Responsibilities: • Cold Calling/Admin Task/Lead VA/Outsourcing/SMS Campaign • Conduct cold calling initiatives to generate leads, manage administrative tasks, and serve as a virtual assistant for lead management and outsourcing activities. Coordinate SMS campaigns to engage potential clients and maintain a database of leads. Responsibilities also include outsourcing tasks to relevant service providers and ensuring smooth communication between stakeholders. Attention to detail, excellent communication skills, and proficiency in multitasking are essential for this role.

Reason for leaving: Management Issue