



COLLIN MAE ELUMBA

VIRTUAL ASSISTANT

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Bacolod City, Negros Occ.

About me

As a General Virtual Assistant, I thrive on getting things done. My mission? To empower your business with my expert support, so you can focus on what matters most growth and success!

Education

Bachelor of Science in
Business Administration

Human Resource Management
La Consolacion College - Bacolod

Bachelor of Science in
Business Administration

Financial Management
West Negros University

Skills

Email Management

Social Media Management

Data Entry

Graphic Design

Customer Support

References available upon request

Work Experience

General Virtual Assistant - Sunna

Aug 2022 - March 2025

- **Customer Support:** Managed daily inquiries via email, chat, and achieving positive feedback.
- **Supply Chain Support:** Coordinated with vendors for timely deliveries, reducing delays.
- **Social Media Management:** Managed company social media accounts across platforms such as Facebook and Instagram.

General Virtual Assistant - Sunless Store

Oct 2023 - Sept 2024

- **Customer Support:** Managed daily inquiries via email, chat, and achieving positive feedback.
- **Email Marketing:** Created and executed email marketing campaigns, increasing open rates. Designed engaging email content to promote products and services, boosting click-through rates.

Digital Marketing VA - Outsourced Doers

Nov 2021 - Aug 2022

- Created and managed content for social media platforms
- Implemented targeted marketing campaigns, boosting lead conversion
- Supported client projects with administrative skills, reducing project completion time.

Sales Admission Adviser - AMA Education System

April 2021 - Nov 2021

- Managed daily communication and administrative tasks, improving office efficiency.
- Coordinated procurement processes and reducing supply costs.
- Provided logistic support, optimizing supply chain management.

Administrative Secretary - Tornado Trading & Enterprises Est., UAE

May 2020 - Oct. 2020

- Managed daily communication and administrative tasks, improving office efficiency.
- Coordinated procurement processes, reducing supply costs.
- Provided logistic support, optimizing supply chain management.

Sales Development Officer - Firefly Electric & Lighting Corp

July 2019 - Dec. 2019

- Managed customer accounts, maintaining a client retention rate.
- Provided support in sales operations and increasing sales.

Key Accounts Associate - Firefly Electric & Lighting Corp

April 2016 - July 2019

- Provided logistic support and managed key accounts, reducing order processing time.
- Developed strong client relationships, contributing a client satisfaction score.
- Assisted in account management, helping to achieve annual sales targets consistently.