

Headline

I help clients lift the burden of office admin and divert their valuable time to take their business to the next level without the overwhelm. I provide professional administrative task handling and deliver it to my clients efficiently.



Online portfolio



Contact Information



Quezon City, Manila, PH



leszingapan@gmail.com



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Academic Background

B.S. Computer Engineering

Apps and Tools

- MS Office/Google Apps/Zoho Apps
- Wordpress/Elementor/WIX
- ManageWP/Wordfence
- Canva/InVideo
- Slack/Zoom/Skype
- Trello/Asana/Teamwork
- Calendly/Buffer/Loom
- EMobile Platform
- YouTube Studio
- Screencast-O-Matic
- Blaster Online
- Plectica/Lucid Charts

Virtual Assistant Skills

- Detailed SOP creation with Video Walkthrough
- Website Editing/Management
- Install/update plugins/themes in WordPress sites
- Campaign set up for an SMS Blast
- Process Flow Creation
- Email/Calendar Management
- Photo/Video Editing
- Project/Tasks Management
- File Management/Transfer during tool migration



Training attended/certification

- General Virtual Assistant
Filipina Homebased Moms/ June 2020
- Howling Assistant Internship
Howling Brands Digital Marketing / Aug - Oct 2020

Leslie Zingapan

Virtual Assistant/Chatbot Specialist



Work Experiences

Howling Assistant

Howling Brands Digital Marketing / Aug 2020 - Present

- Website updates using WordPress/Elementor
- Creates detailed SOP documentation/Video Tutorial
- Creates a campaign for an SMS Blast
- Trains Interns about basic SEO

Social Media Manager - Project-based

Health Care Company / July 2020

- Created a content calendar, posted/scheduled content on the client's social media account, managed audience engagement.

US Payroll Manager/Operations Lead/SME

IT/Business Services/Semiconductor company | Nov 2009 - June 2020

- Managed day to day US Payroll operations
- People management/Escalation & Issue mgmt/Process Improvement

Customer Interface Associate

IT Company/Business Services | Oct 2006 - Oct 2009

- Attended to first level customer/technical support via calls and emails