Grachelle Mallari Laganzo

Virtual Assistant
📧 grachellelaganzo@gmail.com | 📱 +63 9278341800 | 🌐onlinejobs.ph profile: https://www.onlinejobs.ph/jobseekers/info/2471773

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1. About Me

Hi! I'm **Grachelle Laganzo**, a motivated and reliable aspiring **Virtual Assistant**. While I may be new to the VA field, I bring valuable experience and skills in **sales, market research**, and **customer service**. I am eager to learn, quick to adapt, and committed to delivering high-quality support to clients.

I pride myself on being **organized, trustworthy**, and always willing to go the extra mile. I speak both **English and Filipino** fluently and am continuously working to improve my skills and expand my knowledge.

If you're looking for a **dedicated and hardworking beginner** who's ready to grow and contribute, I'd love the opportunity to work with you.

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2. Skills

- Sales and Customer Engagement
- Market Research
- Communication (English and Filipino)
- Basic Microsoft Office and Google Workspace

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3. Services Offered

Here are some of the tasks I can assist you with:

- Responding to customer inquiries
- Researching competitors or target markets
- Assisting with simple data entry tasks
- Managing emails and scheduling meetings

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4. Tools I'm Familiar With

- Microsoft Word, ready mode dialer
- Ring central and salesforce,
- Google Docs, , Gmail
- Facebook and Instagram (for basic social media tasks)
- Canva *(beginner)*