

# Trish Ramos

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From data entry and web research to email management and file organization, I have honed my skills to efficiently and effectively support my clients' needs.

In addition to these core competencies, I have also excelled in SEO writing, content marketing, and social media management.

My goal is to deliver accurate, on-time results and exceed expectations every time.

September 2015 - June 2017

**Business Administration**  
Cavite State University

- Multi-tasking
- Organization
- Flexibility
- Reliability/Resourcefulness
- Self-starter
- Chat and Email Support
- Editing and Proofreading
- Article/Blog Writing
- Social Media Management
- Google and Microsoft Suite

## **Producer** (January 2022 – February 2026) Maker Stations

- Produced and edited visual and written content.
- Collaborated with editors to ensure timely publication of high-quality content, including researching, writing, and editing articles.
- Assisted with content planning and scheduling.
- Managed administrative tasks such as answering emails, maintaining editorial calendars, and organizing files.
- Assisted with social media management and audience engagement initiatives to grow brand awareness and reach.

## **Executive Assistant** (October 2021 – Present) Robins Consulting LLC

- Provided high-level administrative support to the President, including managing calendars, scheduling meetings, and handling travel arrangements.
- Assisted with candidate sourcing, including researching potential candidates, and reviewing resumes.
- Assisted with the recruitment process, including drafting job descriptions, posting job ads, and scheduling interviews.
- Managed confidential information and maintained strict confidentiality protocols to protect sensitive information.
- Developed and maintained relationships with clients and candidates to support business development and recruitment efforts.

## **Data Transcriber** (September 2019 – January 2022) QMAK Institute

- Transcribe audio files accurately and efficiently, converting spoken language into written text.
- Ensure confidentiality and maintain a high level of accuracy.

## **Customer Service Rep** (May 2019 – November 2019) TaskUs Inc.

- Handles and solves large amount of incoming and outgoing customer inquiries through various support channels such as voice, email, and chat.
- Providing helpful information, answering questions, and responding to complaints about customers' food delivery issues.
- Assists potential and existing partners/clients.