

Rhyvenn v. Ermac

Virtual Assistant Portfolio

Email: rhyvennve@gmail.com

Phone: +63 995 835 9556

Location: Lapu-Lapu City, Cebu, Philippines

About Me:

I am a detail-oriented and reliable Virtual Assistant with experience in email scraping, lead generation, and customer service. My background in Aviation Electronics Technology gives me a strong foundation in technical accuracy and discipline, which I bring into every task I handle.

Services Offered:

- - Email Scraping
- - Customer Service
- - Mailchimp Contact Upload
- - Data Entry
- - Admin Tasks

Education:

Bachelor of Science in Aviation Electronics Technology

Philippine State College of Aeronautics



Work Samples:

1. Customer Service Experience – McDonald's Shift Schedule

Evidence of my time working at McDonald's, where I developed people skills, time management, and customer service in a high-pressure environment.



2. Lead Generation – Real Estate Email Collection by State

Gathered over 2,000 real estate investor emails from Facebook groups. Data was categorized by state to help clients target locations like Arizona, California, and Mississippi.

State	COUNTA of Email Address
Alabama	1
Arizona	549
Atlanta	56
California	151
Canada	27
Florida	89
Georgia	161
Iowa	3
Louisiana	236
Mississippi	32
Missouri	433
MO	3
New Jersey	194
New York	129
North Carolina	1
Ohio	10
South Carolina	11
Texas	3
Utah	8
Grand Total	2097

Scrapers #1	Week 49	Week 50
Total Scraped email	2083	2111
# of Contacts Uploaded on Mailchimp from PA(MF)	20	
# of Contacts Uploaded onMailchimp from PA (MHP)		
# of Contacts uploaded on Mailchimp from PA (SS)		
# of Contacts uploaded on Mailchimp from PA (SFH)		
# of Contacts uploaded on Mailchimp from PA (Vacant Lands)		
# of Contacts uploaded on Mailchimp from PA (Investor)		
# of Contacts uploaded on Mailchimp from NC Spanish Groups		
# of Contacts uploaded on Mailchimp for MF	1544	1608
# of Contacts uploaded on Mailchimp for MHP	8	
# of Contacts uploaded on Mailchimp for SS	3	6
# of Contacts uploaded on Mailchimp SFH	132	54
# of Contacts uploaded on Mailchimp Vacant Lands		
# of Contacts upladed on Mailchimp Investors Email Address	43	44
Total of Contacts Uploaded on Mailchimp	1750	1712
Succesfull Added Contacs in Mailchimp	365	469
x Success Rate	18%	22%