



May Lyn Sambas

VIRTUAL ASSISTANT

CONTACT



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Philippines



[https://maylynsambas.wixsite.com/
virtualassist](https://maylynsambas.wixsite.com/virtualassist)

SKILLS

- Excellent Oral & Written Communication
- Quick Thinking & Effective Decision Making
- Time Management
- Organizational Skills
- Detail Oriented
- Ability to Meet Deadlines
- Integrity
- Computer Proficiency
- Reliability
- Consistency
- Creativity
- A love for continuous learning

REFERENCE

SHILO JONES

Entrepreneur / Co-Founder of StatBid

ERIC HANEFI

Founder of Ad Alchemy

ANGELINE TEO

AppiLearn App Ltd.

I'm May Lyn, I am a highly skilled and experienced virtual assistant with a passion for helping entrepreneurs and small businesses succeed. With over 8 years of experience in administrative support, project management, and social media management, I have the expertise to handle a wide range of tasks and the flexibility to adapt to any situation. I am highly organized, detail-oriented, and able to work independently. Let me take care of the administrative side of your business, so you can focus on growing your business. Hire me today and experience the difference a VA can make in your business.

EXPERIENCES

LEGAL SECRETARY / VIRTUAL ASISSTANT / ASST. MANAGER

AID BPO PH & Law Office | March 2015 - 2020

STATBID

Virtual Assistant | 2016 - 2020

TWINSY.IO

General Virtual Assistant | 2016 - 2018

BFD DAILY APP

Data Entry Specialist & Administrative Assistant | 2016 - 2018

THOMAS SCHREITER - AUTHOR, SPEAKER, TRAINER, BRAIN SCIENCE DECISION SECRETS OF BIG AI BOOKS

Social Media Management (Facebook, & LinkedIn Specialist) | 2021

TBT DIGITAL

Lead Generation Specialist & Researcher (PipeDrive) | 2021

AD-ALCHEMY

Lead Generation Specialist & Researcher (PipeDrive) | 2020 - 2022

APPILEARN PTE LTD.,

Admin Task & Data Entry | 2020 - 2022

EXPERIENCES

OFW MEDIA: DIGITAL MARKETING COMPANY

Social Media Management & Graphic Design |
2020 - 2023

AGORA GALLERY

Researcher & Lead Generation Specialist |
November 2021 - April 2022

DR. SAS SUKKASEM - AWAKEN GODDESS LLC

Researcher & Lead Generation Specialist (one-time project) | 2022-2024

NIKKI ODEWOLE - BNBESTIES

Graphic Design (one-time project) | July 2022
- September 2022

JEFF VEALE - THE BUSINESS GURUS ONLINE

LinkedIn Specialist | 2022 - 2023

SHARON BEASON - WOMENEUR

Virtual Assistant | 2022 - 2024

CHRIS LACOUR - SUB-FOUR

Virtual Assistant & Data Entry Specialist |
2022 - 2024