

Khrysmalein M. Licay



Virtual Assistant
Online Freelancer
Digital Marketer
Data Entry Specialist

About me

I am very passionate in everything that I do. When it comes to taking care of my clients business or jobs. I always make sure that everything is done efficiently.

I want everything in perfection and I am highly organized.

I have worked with different clients and I am very proud of everything that I have learned with them.

Skills & expertise

Web
Research

Virtual
Assistant
Admin Tasks

Data Entry
Photography

Marketing
Writing

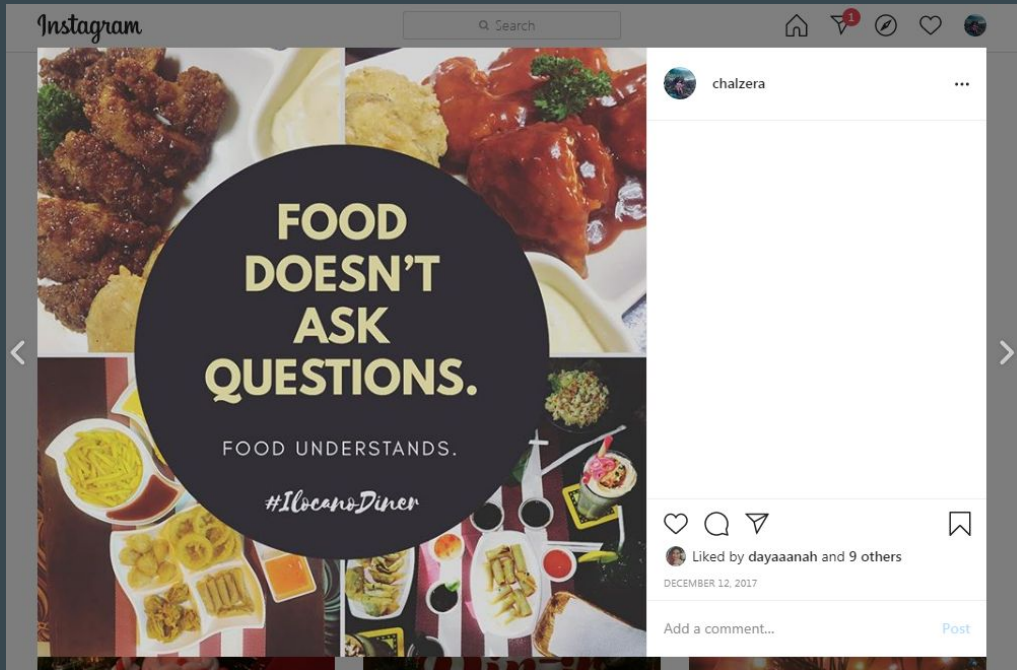
Portfolio samples

Blog Writing

Blog Articles that I've
written for Health
Insurance Agency
Marketing Campaign

- <https://docs.google.com/document/d/1BXJ27iyFrzvv7H0NL4nzc3kJq6x34CVdCO-F2WvAe8U/edit>
- <https://docs.google.com/document/d/1rJ7eyq19D8MrAQMjSnkwgrxGfuvd81nRD4I3B6AhoK4/edit>
- <https://docs.google.com/document/d/1cevS1O0XI9Q20ATQXnIFVKqCgOZaWYolwvq4s6FK2qA/edit>
- https://docs.google.com/document/d/1reRAsLPCubwCxR9SB4_a7Kcu04k7j7ol_Z7i8KY5oGs/edit
- https://docs.google.com/document/d/1kraR_g5Wcm21K4XFyKnvA9uqY5fXJv8IQnnHbIX1caU/edit#heading=h.93y9c8qlvguz

chrome



Instagram Marketing

I took photos and use them for Instagram or Social Media Marketing

Career highlights

Virtual Assistant

Deshall Inc

September 2015 - December 2018

Virtual Assistant

Next In Line

October 2015 - April 2020

Marketing Specialist

Ilocano Diner

September 2017 - September 2018

CERTIFICATE

The Fundamentals of Digital Marketing

Google Digital Garage

Khrysmalein Licay

is hereby awarded this certificate of achievement for the successful
completion of **The Fundamentals of Digital Marketing** certification exam
on 03/05/2020

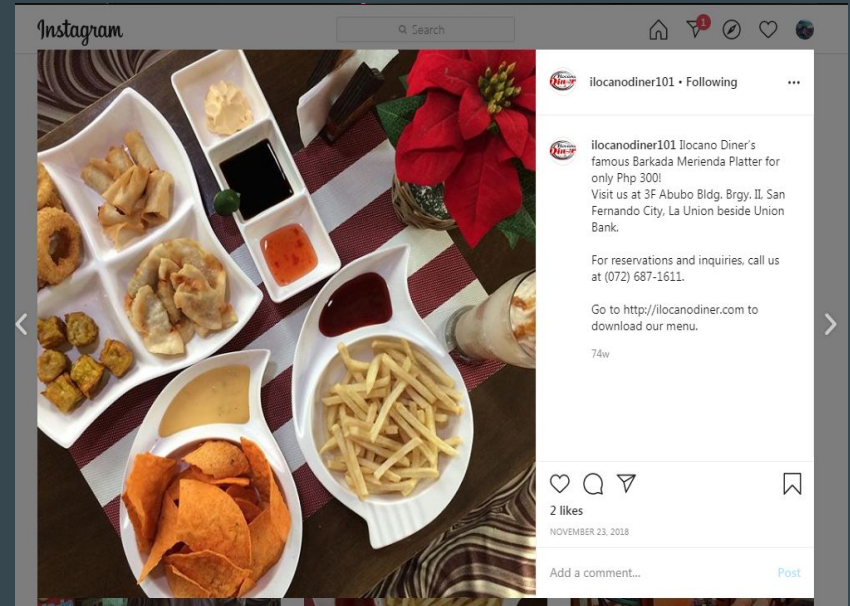
Matt Britz
President – Google EMEA



Townsend Pamela Feehan
CEO – IAB Europe

Certificate ID: BCM LJV AFM

Verify the authenticity of this certificate at: [HTTPS://LEARN.DIGITAL.WITHGOOGLE.COM/DIGITALGARAGE/](https://learn.digital.withgoogle.com/digitalgarage/)



UPWORK

Client's Testimonials

Recruiting Licensed Insurance Agents TEMP

- 5.00
- Sep 2015 - Oct 2015

For a last minute campaign she really showed how versatile and reliable she is. I will call her in the future if I have any others.

State Exchanges

- 5.00
- Oct 2015 - Nov 2015

*AWESOME, SMART, QUICK ON HER FEET, PERFECTIONIST
She's my go to person from graphic design to personal assistant.
She's wonderful to work with!*

Need Team - B2B Callers - No Sales

- 5.00
- Dec 2015 - Jan 2016

Was very pleased with their performance. Would hire again on another project.

Virtual Assistant

- 5.00
- Oct 2015 - Apr 2016

Very understanding and obsessed with perfection

Appointment Setter

- 5.00
- Feb 2016 - Apr 2016

A complete bull dog approach to the task given to her, relentless in reaching her goals and always eager to put in more work. I was overwhelmed with her value to me. I can not wait to work with her soon again! She is a priority for me!

Telesales Representative

- 5.00
- Jul 2016 - Aug 2016

Project ended and Kris did a great job. I would recommend highly

Contact

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Facebook: [KhrysmaleinLicay](#)

