MERRY ANN PAMATIAN

VIRTUAL ASSISTANT / ADMINISTRATIVE & DIGITAL CREATIVE SUPPORT

Cebu, Philippines · +63 976 083 4090 · meannwonders@gmail.com

PROFILE

Corporate-trained administrative professional with nearly eight years in underwriting support and freelance experience in virtual assistance, real estate workflows, digital design, video editing and AI-assisted creative production.

CORE STRENGTHS

Administrative documentation · Client coordination · CRM & record updates

Social media content • Video editing • Digital design • AI creative workflows

PROFESSIONAL EXPERIENCE

Virtual Assistant & Digital Content Creator | Freelance

May 2023 – Present

- Support real estate workflows with CRM updates, listing content, documentation and team coordination.
- Produce videos, reels, graphics, flyers, captions and sponsor content for client campaigns.
- Develop email and landing-page assets; use AI tools alongside established editing and design software.

Underwriting Assistant | QBE Group Shared Services

July 2015 – May 2023

- Processed underwriting documentation and supported accurate, deadline-driven administrative workflows.

Manager | KFC Philippines

2014 – 2015

- Coordinated daily operations, staff and customer service.

TOOLS & PLATFORMS

Business & CRM Google Workspace, Notion, Slack, Follow Up Boss, AFrame, Dotloop, MailerLite, Majesco, Salesforce, ODEN

Creative & AI Canva, CapCut Pro, Descript, ElevenLabs, Google Flow, Gemini, Seedance, Higgsfield

EDUCATION

BS Hospitality Management • University of San Jose–Recoletos • 2010