



ALLIEZON KAYE LAGUNZAD

Hello, and thank you for visiting my portfolio! I'm Alliezon Kaye Lagunzad, I am a Social Media Manager and Graphic Designer.

I am well-equipped to assist businesses in various industries. My goal is to streamline operations, increase efficiency, and contribute to the overall success of my clients.

ABOUT ME

I am dedicated to providing exceptional support to help businesses thrive and grow. Whether it's managing administrative duties, social media marketing, email and calendar management, I am committed to delivering excellence and ensuring client satisfaction.

Let's connect and discuss how I can contribute to your success as a Virtual Assistant. I look forward to the opportunity to work together and make a positive impact on your business.

welcome

SKILLS AND EXPERTISE

Proactive problem-solving and troubleshooting

Excellent organizational and time management abilities

Email management, scheduling, and data entry

Strong communication and interpersonal skills

Attention to detail and accuracy



SERVICES OFFERED

1. **Administrative Support:**

- o Efficiently manage administrative tasks such as email and calendar management, data entry, document organization, scheduling appointments, and general correspondence. Bring organization and streamline processes to enhance productivity.



2. **Social Media Management:**

- Develop and execute social media strategies, create engaging content, schedule posts, monitor platforms, and interact with followers. Increase brand visibility, engagement, and reach the target audience.

3. **Customer support:**

- Handle customer inquiries, provide prompt and helpful responses via email, live chat, or social media. Ensure customer satisfaction, resolve issues, and maintain positive relationships with clients.



5. Email Marketing:

- o Design and implement effective email marketing campaigns using platforms like MailChimp or Constant Contact. Create engaging email content, segment the audience, monitor open and click-through rates, and track campaign performance.

6. Graphic Design and Basic Video Editing:

- o Create visually appealing graphics for social media posts, presentations, and marketing materials. Edit and enhance videos, adding captions, transitions, and basic effects.



TOOLS I AM PROFICIENT IN



BANNERS

Coming Soon
STAY TUNED!

www.example.com

WEBINAR SOCIAL MEDIA MARKETING

With: Alissa Grey (Social Media Manager)

SUNDAY | 12 - 14 | 123 Anywhere St.,
2 MAY 2024 | PM | Any City

REGISTER NOW!



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Rizza and Pritz

06 / 26 / 24

Summit Hotel Tacloban, City

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BOUTIQUE

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LOGO



FLYERS



A flyer for a volunteer event. At the top, there is an illustration of two hands shaking, one light-skinned and one dark-skinned, with a yellow and green circular arrow around them. Below this is a green banner with the text "Volunteers NEEDED" in white. Underneath the banner is a yellow box containing the dates "24-25 FEBRUARY 2023". At the bottom, there are two columns of text: "We need help with" and "Let's join with us".

Volunteers NEEDED

24-25 FEBRUARY 2023

We need help with

- packing relief goods
- rounding up donation
- taking inventory
- restoring houses

Let's join with us

123 Anywhere St., Anywhere City, Any State

456-789-0123

info@anywhere.org



A flyer for a travel package. The top half features a scenic landscape with a mountain peak and a lake, with the text "PLAN YOUR TRIPS WITH US" in large yellow letters. Below this is a red banner with "50% OFF" and "For a group trip of 5 people". The middle section shows three Polaroid-style photos of different travel destinations. At the bottom, there is a "WEEKEND BREAK" section with details about the package, contact information, and a "BOOK NOW 1 PAY LATER" button.

PLAN YOUR TRIPS WITH US

50% OFF For a group trip of 5 people

WEEKEND BREAK

ONLY \$ 3,000/PAX

- 1 Night / 2 Days
- 3-star accommodation
- Meals included
- Special fun activities

WIRE CONTACT INFO:

33 456 7890
info@anywhere@gmail.com

WHERE:

123 Anywhere St., Any City

BOOK NOW 1 PAY LATER



A flyer for a laundry service. The top right corner has the text "LAUNDRY SERVICE" in large black letters, with "GET DISCOUNT UP TO 30% OFF" below it. The middle section features three circular images showing different areas of a laundry facility: a row of washing machines, a room with a table and chairs, and a person working at a counter. Below the images is a dark blue banner with the text "Our Services" and a list of services. At the bottom, there are two contact options: a phone number and a location address.

LAUNDRY SERVICE

GET DISCOUNT UP TO 30% OFF

Our Services

- Wash, Fold and Press
- Leather Cleaning
- Steam Cleaning
- Stain Removal

☎ 023-456-7890 📍 123 Anywhere St., Any City

CERTIFICATES



WHY CHOOSE ME



Client-Oriented

My number one priority is customer satisfaction. I make sure that I always take into consideration how I can accommodate my client's needs, wants, and specifications.



Self-Starter

I'm a self-starter who takes great initiative and ownership in my work. I thrive on independently driving projects forward and finding solutions proactively.



Passionate Worker

I work not only to earn a living but to make an impact on the business objectives and goals of my clients. I love working and seeing good results.