



# DANIKA F.

EXECUTIVE ASSISTANT

## CONTACT

Philippines

## PROFICIENCY IN TOOLS

Asana	● ● ● ● ●
Notion	● ● ● ● ●
Basecamp	● ● ● ● ●
Hubspot	● ● ● ● ●
Canva	● ● ● ● ●
SurveyMonkey	● ● ● ● ●
AgoraPulse	● ● ● ● ●
ChatGPT	● ● ● ● ●
Time Doctor	● ● ● ● ●
Hubtsaff	● ● ● ● ●
EveryHour	● ● ● ● ●
Pipeline	● ● ● ● ●
Office 360	● ● ● ● ●

## TASK EXPERTISE

- Marketing Skills
- Research
- Problem Solving
- Accounting
- Leadership
- Time management
- Active Listening
- Collaboration
- Empathy
- Growth Mindset
- Foresight
- Creativity
- Relationship-Building
- Work Ethic.



## ABOUT ME

Customer service expert skilled in virtual and telephone interactions, encompassing sales, technical support, and customer care. Proven track record as an EA Virtual Assistant to clients. Enthusiastic and adaptable professional experienced in working effectively both in team-based environments and independently.



## EXPERIENCE

- > **REMOTUAL** OCT 2024 - PRESENT  
**EXECUTIVE ASSISTANT**
  - Handling inbound and outbound calls to address customer inquiries and provide information about our services.
  - Vanaging clients' inboxes and calendars, ensuring timely responses and efficient scheduling.
- > **HEARTSTONE PROPERTY MNGT & REAL ESTATE** JAN 2023 - JUL 2024  
**EXECUTIVE ASSISTANT**
  - Manage rental properties, address tenant concerns, oversee maintenance, and ensure compliance with local regulations while maintaining tenant satisfaction and financial performance.
- > **BLUEEDGE ENT** JUN 2021 - DEC 2022  
**EXECUTIVE ASSISTANT**
  - Handle calendar management, prioritize tasks, coordinate travel, and provide administrative support, including drafting emails, memos, and communications.