



V I R T U A L A S S I S T A N T

NICOLE MARTIN



NICOLEVMARTIN.COM

I enjoy helping business owners as a virtual assistant. I guarantee the highest level of precision, aesthetic sensibilities, and professional service in order to contribute to your success.

SKILLS

Supervising VA's	100%
Real Estate VA	100%
Graphic Design	95%
Video Editing	90%
Website Design	100%
Administrative	100%

CONTACT



WhatsApp
+63 985-292-3180



contact@nicolevmartin.com

WORK EXPERIENCE

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2022 - 2023 ◦ Regent Equity

Real Estate Virtual Assistant

Data Entry, Graphic Design, and was promoted to VA Supervisor over a team of VA's



2024 - Present ◦ Nicole Media

General Virtual Assistant

Started a private practice as a virtual assistant in order to serve a broader range of clients.

- Support clients in United States, Canada, United Kingdom, and Australia.
- Continuing to develop expertise across a wide spectrum of platforms and interfaces.
- Mastered copywriting for personal and business branding success.

EDUCATION

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2022 Graduated High School

Honors, President of English Club



2023 First Year College

Mapua University, Philippines