



MARJORIE GELING

Virtual Assistant & Marketing Support Specialist

✉ letmarjhandleit@gmail.com

🌐 www.letmarjhandleit.com

in [in/marjoriegeling](#)

f [marjorieloricageling](#)

EDUCATION

Polytechnic University of the Philippines

Bachelor of Science in Business Management

EXPERTISE

Social Media Management
Digital Marketing
Administrative
Graphic Design
Video Editing
Podcast Editing
Content Writing
Bookkeeping

TRAINING & CERTIFICATIONS

Sean Cannell

- Video Ranking Academy

Surge Marketplace

- Virtual Assistant Training

Google Digital Marketing & E-commerce Professional Certificate

Google Project Management: Professional Certificate

ABOUT ME

Detail-obsessed Virtual Assistant here, ready to tackle your to-do list! I'm all about project management, launch support, social media, content creation, and anything else that needs handling.

Let's team up to simplify your workload and help your business shine.

WORK EXPERIENCE

○ 2021- Present

Needs Focused Teaching - Operations Manager

I oversee book launches, craft email newsletters, and engage our community. My strategic approach and efficient execution ensure smooth operations and help us effectively reach our target audience.

○ 2017 - Present

Angela Foster - Executive VA

Providing comprehensive support by creating website content, editing podcast clips, and managing client communications. My attention to detail, strong communication skills, and ability to prioritize tasks ensured timely delivery of projects, fostering strong client relationships and streamlining business operations.

○ 2009 - 2017

Rizal Commercial Banking Corp- Branch Sales Manager

As Branch Manager at Rizal Commercial Banking Corporation, I successfully managed the branch portfolio, ensuring compliance and achieving financial targets. My leadership skills were essential in directing a team to provide exceptional customer service while maintaining operational efficiency.

○ **MG Virtual Business Support - Freelance**

- Rebuilding Thoughts - Operations Manager
- Petsummits - Marketing Manager
- AdventureTripr - Social Media Manager
- Kim Garst - Marketing Assistant
- Jamie York / Aspire Property - Social Media Manager
- James Burt - Podcast Editor
- AA Tejuoso and Co - Admin Assistant