



# GRACELYN A. PAPANIN

**Full name:** Gracelyn A. Papasin      **Age:** 25 years old  
**Email:** asyapapasin@gmail.com      **Address:** B4 L12 P2 Casimiro  
**Birthdate:** August 14, 1998      Townhomes, Daniel  
**Contact No.:** +63 931 1723 863      Fajardo, Las Pinas City,  
1744

## WORK EXPERIENCE

**JULY 2021 - OCT 2023**

**GENERAL VIRTUAL ASSISTANT  
STATERRA MEDIA, SWEDEN**

- Instagram DM Outreach
- Maintaining all the instagram accounts.
- Manual Lead Generation
- Appointment Booking

**APRIL 2022 - JUNE 2023**

**BUSINESS DEVELOPMENT VIRTUAL ASSISTANT  
LilaCordelia Private Concierge, UK**

- Creating business letters
- Researching on luxury hotels, restaurants, and bars.
- Customer Service
- Creating Instagram Reels.
- Booking of flights, hotel room, and bar's vip room.
- Act as personal secretary also.

**MAY 16 2022 - MAY 27, 2022**

**REVA SPECIALIST TRAINEE (VA)**

Reva Global

- Real Estate Mock Calls Training
- Basic Understanding of Comparables
- Research Presentation Training
- Familiarity with RingCentral Application
- Working

# WORK EXPERIENCE

**MAR 2022 -  
MAY 2022**

## **GENERAL VIRTUAL ASSISTANT**

Chameleon International Modeling Management

- Schedule marketing post on social medias.
- Help them in deactivating their shopify.
- Sourcing applicants for their various businesses.
- Sourcing talents for their upcoming projects.
- Creating materials for their models.
- Act as personal secretary also.

**FEB 2021 -  
APR 2021**

## **MARKETING OFFICER (On-call)**

5JP's Corporation

Las Pinas City

- Government biddings representative.
- Creating brochures for products infographics.
- Scheduling and booking business travels for our president.
- Highly trusted with confidential documents.

**FEB 2020 -  
SEPT 2021**

## **BUSINESS DEVELOPMENT OFFICER**

Starxing Handicrafts Trading

Luisiana, Laguna

- Quality assurance on the product before shipment.
- Researching and Product Development
- Works closely with the upper management for any product development.
- Close coordination with the product supplier.

**AUG 2019 -  
JAN 2020**

## **ADMINISTRATIVE CLERK**

Hae Yong Inc.

Las Pinas City

- Coordinated the dispatching of 7 drivers to accomplish daily delivery requirements.
- Collaborated with logistics department and its operational needs.
- Handled the monthly purchase order for office supplies in every department.
- Organizes company's event (E.g. Company's Christmas Party, Charity Events, and Top Management's Birthday Celebration.)
- Handled training to newly hire employee in Admin Department.
- Managed our Material Recovery's Facility.

## FREELANCING EXPERIENCE

### ONLINE BRANDING (FREELANCE)

Happy Tub

- Created their logo, and marketing post on social medias.
- Ad posting.
- Help them enter through various food delivery application.

### E-COMMERCE SHOP SET-UP (FREELANCE)

GooddieandBaddie

- Created their logo, and marketing post on social medias.
- Ad posting.
- Assist them to market their product.

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## EDUCATION

### BACHELOR OF SCIENCE: BUSINESS MANAGEMENT

Southville International School affiliated with  
Foreign Universities - Undergraduate (2018)

- Member of Rotary Club
- Member of Cradle Club
- Student Assistant
- Scholar

### HIGH SCHOOL DIPLOMA (2015)

Saint Joseph's Academy

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## CHARACTER REFERENCE

### **Ms. Joanna Fe D. Lobaton**

Finance Officer  
MD RTG Sheet Metal Fabrication Inc.  
+639568468215

### **Ms. Cyd Suanque**

Sole Proprietor  
Starxing Handicrafts Trading  
+639293257480

### **Mr. Cedio Valdoria**

Junior 3D Designer  
Carl Jan Cruz  
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