



# MARIA AURORA SAHAGUN

SOCIAL MEDIA MANAGER  
DATA ENTRY SPECIALIST

## CONTACT

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## PROFILE

I'm a Social Media Manager and Data Entry Specialist for over 3 years. I'd like to use my experience based-passion in Social Media Management, Data Entry and General Virtual Assistant tasks in spelling success in your business.

Feel free to contact me if you're interested in my services. I would be very happy to work with you.



## EXPERIENCE

### SOCIAL MEDIA ASSISTANT

ABSOLUTE IN HOME CARE | 2017 - PRESENT

Managed social media accounts and created social media graphics for daily postings  
Manages Social Media groups

### -DATA ENTRY- TIME SHEET MANAGEMENT

| FREELANCER.COM 2016 - PRESENT

Managing the Flow logic for carers' timesheets and Flow Logic billables

### -FINANCE ADMIN- DATA ENTRY

| DISCIPLER CHRISTIAN CHURCH 2018 - PRESENT



## EDUCATION

### BACHELOR OF SCIENCE IN RESPIRATORY THERAPY

EMILIO AGUINALDO COLLEGE | 1994 - 1998

UNDERGRADUATE



## SKILLS

Social Media Management  
Social Media Marketing  
SM content scheduling  
SM posting  
General Virtual Assistance  
Task  
Google Apps

Data Entry  
Time sheet Management  
Brochure  
Photo editing  
Canva  
Hootsuite  
Buffer  
Planoly



## CERTIFICATES

