

Mildred

C E R E Z O

P R O J E C T M A N A G E R



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PERSONAL PROFILE

I have worked on several project managements assisting business owners ease their workloads on admin tasks and monitoring other tasks delegated to other virtual assistants so owners can focus on strategic direction of their business.

ACADEMIC BACKGROUND

Bachelor in Broadcast Communication

Graduated in 2013, *Polytechnic University of the Philippines.*

WORK EXPERIENCE

- *General VA, Executive Assistant*
2020-2021 *Rivera Holdings LLC*

Responsible for the coordination and publication of our businesses, projects, blog posts, SEO optimization, email management, video content, and podcasts.

Also, responsible for acting as a project manager to make sure things get done so we can reach our monthly and quarterly targets and goals.

- *Empowered Women VA Agency*

Project Manager

Responsible in the day-to-day operation of the VA agency.

Coordinate with clients and VA to ensure the tasks are properly monitored.

- *E-Learning Training Officer*

2012-2013 *NATCCO Training & Education*

I managed the E-learning program for Board of Directors & Officers for Cooperatives.

Testimonial



Mildred is trustworthy, hard-working, and will work to ensure all work she handles is done at as high quality as possible in as short of time as possible.

I've known and worked with Mildred for almost 5 years now in various capacities and roles. And she's done excellent work no matter the task she's been asked to handle.

At one point I gave her the task of finding more teammates to fill specific roles for our growing business... And those team members not only had the same traits as her. But they stayed with us for 3.5+ years.

To sum up, Mildred is one of the single best human beings I've met in my 35 years of life so far. She always goes above and beyond for everything she does. And you will be in great hands when you decide to work with her.



Jason River -Value Investing Journey



Testimonial



Mildred is an exceptionally professional and talented VA. I've been through several instances in the past where the fit was not quite right and we had to agree to take different routes. Mildred came in prepared to go, had a full understanding of my business culture and needs and was able to intuitively react to and anticipate my next steps without me having to spell everything out.

She is a joy to work with. Her connections to others like her came in handy for me several times when we discussed projects that were outside of the scope of work I hired for her.

She has the ability to attract and maintain relationships with other VAs just like her. I am happy to know she is in my corner anytime my business needs her services.



Charlene Eaton -BizTalk Mastermind



I need help with creating more online Social Media content for Facebook, LinkedIn and Instagram

★★★★★

"I had fun working with Mildred. She is very giving and we needed time to adjust to each other. Particular when it came to lay-out things . this was more due to me not giving precise descriptions. But once a layout was there she really hit the tone and very quickly starting to understand what I am looking for. Highly recommend her. Would take up work with her anytime again"



Josh Sharpe
Mildred Capinig-Cerezo runs an amazing organization!

Looking for support while building my business

★★★★★!

"Mildred has truly been a blessing to my project. She works hard and is dedicated and does not get stagnant in her role. She is constantly trying to improve her knowledge of the industry and does so unprompted. I really appreciated the way she reached out to me every week (even after the project was done) just to chat and to see how the company was doing. I consider her a friend now and will definitely look to work with her again in the future on other projects as she was a big help and really helped me get things done!"

Testimonial



Mildred is a talented individual with many skills sets to improve and aid you in personal and professional success.

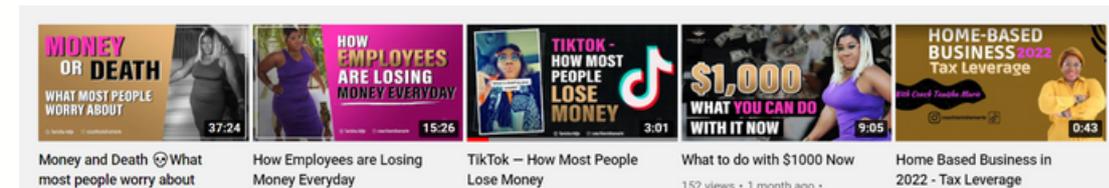
If you're lucky enough work with her, you and your business will be better for it.



Chris Mcpherson -Possibility of Positivity



YOUTUBE THUMBNAILS DESIGNS



Mildred
CEREZO

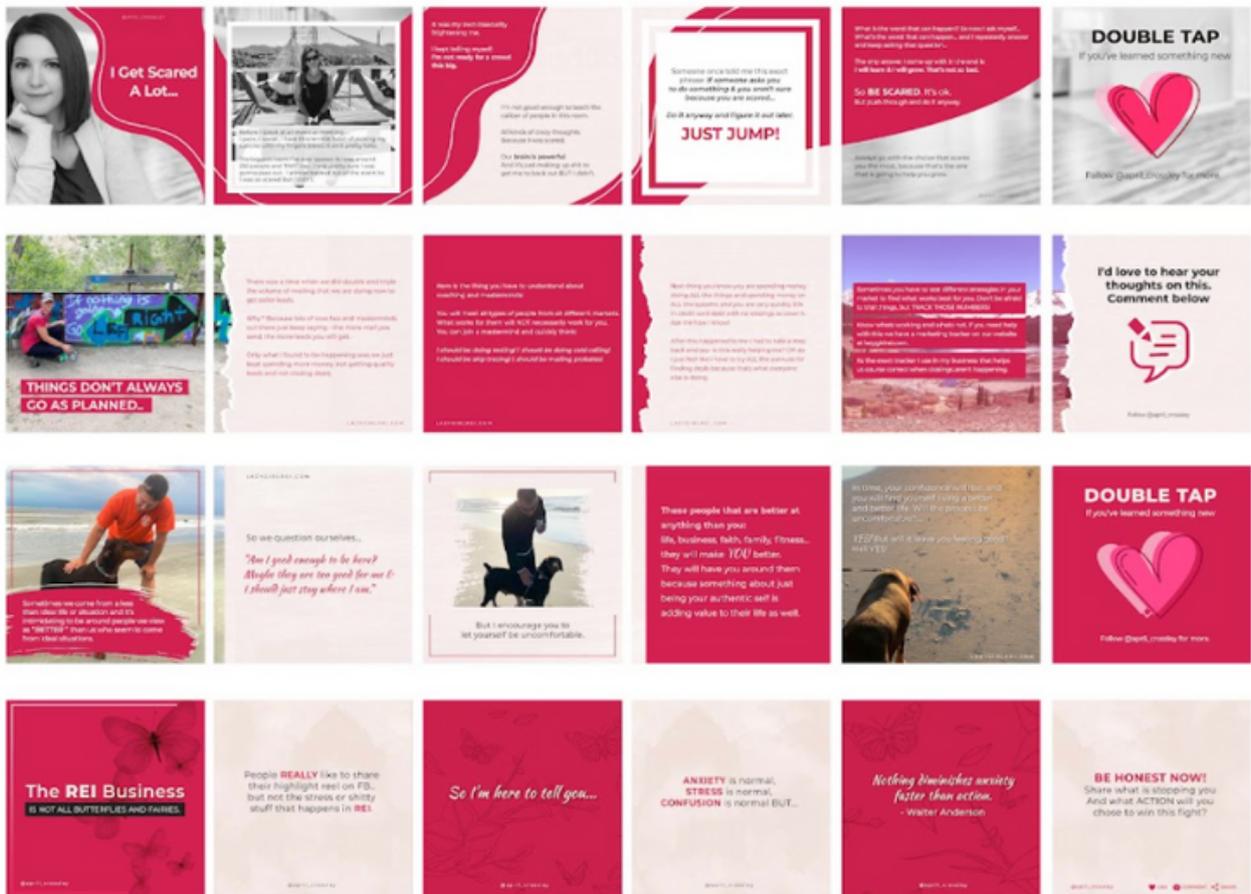
SAMPLE DESIGNS

FACEBOO BANNER/ COVER



INSTAGRAM POST DESIGNS

INSTAGRAM CAROUSEL POST



FACEBOOK POSTS

VALUE INVESTING JOURNEY

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