

your 24/7 assistant

Stephanie Laison

General Virtual Assistant /
Customer Service Representative



Hi! I'm your 24/7 assistant that you can count on!

Hi, I'm **Stephanie Laison**, a newbie ready to take everything to the next level.

At the beginning of June 2022, I decided to take everything with me and risk joining and learning about the freelancing industry. I have been in the BPO industry as a **Customer Service Representative** and **Technical Support Representative** since 2019. This year, I've learned about the freelancing industry, and since June 2022, I'm learning about the niche and crucial skills to acquire to be the rock star virtual assistant you have been looking for for so long.



Interesting Facts about me

When I am not working, I usually write stories. I'm an aspiring writer since 2015. So far from my journey as a writer, I signed a contract with two well-known writing platforms to sign my stories under a non-exclusive contract.

I'm also a very flexible person! I can learn anything quickly, even with just self-taught things.

I have knowledge with doing audio editing, video editing, creative writing, data entry, and a very tech savvy person.



General Virtual Assistant

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\$4 per hour

I will assist you on managing your back-office work, administrative task, research task, data entry, file organization, email management, appointments and personal errand. I can be your trusted, reliable and efficient General Virtual Assistant



General Virtual Assistant

Data Entry

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Data entry in Microsoft Word, Google Docs, create spreadsheets, PowerPoints and PDFs, create and update reports.

Email Management

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Managing client emails, filter emails and managing spam, answer customer service emails, send email reminders and newsletters.

Appointment

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Set appointments and manage calendar, make meeting arrangements, send reminders and follow-ups for important meetings and events.



General Virtual Assistant

Graphic Design

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Editing photos, making banners, logos, prints posters, social media post, and etc. using Canva.

Personal Errand

.....

Manage any client's personal request





Customer Service

\$5 per hour

I will be the first-in contact of the customers for your company. I can provide a good customer service, going extra-mile for the customers and making sure that they are satisfied with the products and services.

Customer Support

Multitasking

Can work with multiple software and with another task while working with another as well.

Voice/Non Voice

Can work either it is a voice or non-voice post. Whichever is needed for the business

60+ WPM net speed

Can type faster and efficiently with no much typographical error with 98% accuracy.



Why choose me?

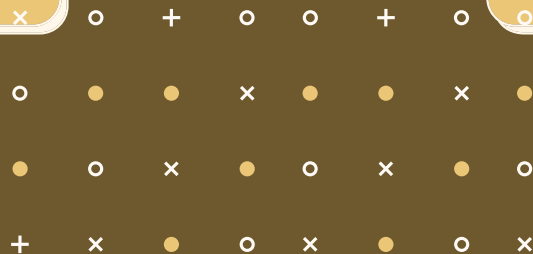
Client-oriented

Customer satisfaction is always my priority. I make sure that I always take into consideration how can I accommodate a client's needs, preferences, specification and feedback.



Passionate

I work not simply to earn for a living, but also to influence my clients' business aims and aspirations. I enjoy working and achieving positive outcomes.



Why choose me?

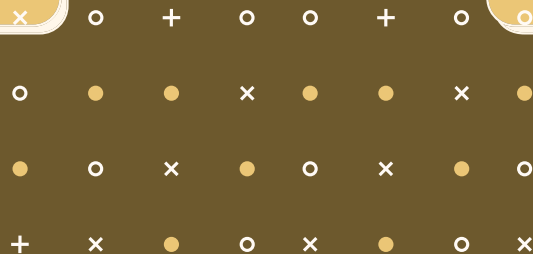
Go extra-mile

Customer satisfaction is always my number one product. And to make sure a client is satisfied, going extra-mile with their concern and making sure that everything is on place is one of my goal in everyday work.



Continuous learner

I'm a newbie when it comes to freelancing, especially being a General Virtual Assistant. But with the software that I am currently unfamiliar, task that I struggle a lot and not familiar with, I am willing to start from scratch and I learn all of it one-by-one. This way I am confident on providing services to my clients with high-quality and efficiency



Let's work together!

Email me!

If you think you need someone like me, just send me an email! You can always reach me out and set a meeting to see if we are a good fit.

Reach me out to the following platforms:

E-mail:

laisonstephanieg@gmail.com

Whats App no: +639567984747

Upwork: Stephanie

Gentapanan Laison

Onlinejobs.ph: Stephanie

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