



Charre Mae Talavera

PROFESSIONAL SKILLS

PORTFOLIO

- <https://onpointva.com/charre-mae-talavera/>

SKILLS

- Executive Assistant
- Project Management
- Team Management
- Website Designing
- Website Developing
- Basic SEO
- Social Media Manager
- Content Creation
- Business Strategy
- Google Ads Campaigns
- Meeting with clients
- Basic Lead Generation

SOFTWARE EXPERIENCE

- MS Office
- Asana
- Salesforce
- Zendesk
- WordPress
- Squarespace
- Social Media Platforms
- Loomly
- Trello
- Slack
- Zoiper 5
- Canva
- Zoho
- Ring Central
- Vimeo
- ClickUp
- Airtable
- cPanel
- Calendly
- Kumospace

WORK EXPERIENCE

EXECUTIVE ASSISTANT/PROJECT MANAGER

DFW Website Designers | June 2022 - November 2025

- Manage new projects
- Manage Team's task
- Help client to grow the business
- Build New Websites

EXECUTIVE ASSISTANT

Lion Heart Pest Control | August 2024

- Help client for Business Strategy
- Post on Social Media
- Get more Leads

EMAIL SUPPORT REPRESENTATIVE

TDCX | February 2024 - April 2024

- Assist customers in resolving issues related to their Stripe accounts, primarily for merchants and individual businesses.

TECHNICAL SUPPORT REPRESENTATIVE

Teletech | May 2021 - January 2022

- Assist customers in navigating their remote controls and identifying the issues they are experiencing.

PROCESS EXECUTIVE (CSR)

Cognizant | August 2020 - March 2021

- Handle order-taking for a pizza shop in the US and resolve issues related to orders and payments.

EDUCATION

UNIVERSITY OF CALOOCAN CITY

June 2016 - September 2020

Bachelor of Science in Information Technology

REFERENCES

- Jay Martin San Miguel | FCSEO/Virtual Assistant | jaymartinjr@gmail.com | 09690964024
- Camille Cariño | TDCX/Team Leader | camillecarino1@gmail.com | 09174612455
- Ma Josephine Poblete | Tewani Law/Executive VA | josephinepoblete0530@gmail.com | 09282151837