

JUN THERESE MAE GORRES

Virtual Assistant | Marketing & Operations Support | CRM Management | Social Media
Philippines (GMT+8) | Remote Support for AU & US Clients | therese.maegc@gmail.com | WhatsApp: +63 975 820 2672 |
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PROFESSIONAL SUMMARY

Virtual Assistant with 4+ years of experience supporting businesses in both administrative and marketing roles, including Gmail and calendar management, real estate VA support, e-commerce tasks, CRM/contact organization, social media, content writing, email marketing, Google Business Profile, WordPress updates, on-page SEO, and general administrative support. Known for taking ownership, researching independently, staying organized, and using AI tools responsibly to support research, drafting, planning, and workflow improvement.

CORE SKILLS

Marketing & Operations Support	CRM Management & Contact Organization	Social Media Content & Scheduling
Google Business Profile Management	Local SEO, Citations & Business Listings	Content, Blog & Email Writing
Gmail, Calendar & Inbox Support	Client Communication & Follow-Up	Newsletter Marketing & Outreach
Real Estate Marketing Support	E-commerce VA Support	WordPress Updates & On-Page SEO
Data Entry & Spreadsheet Organization	Workflow Documentation & Process Improvement	AI-Assisted Research & Drafting

PROFESSIONAL EXPERIENCE

Freelance Virtual Assistant - Marketing, Operations & CRM Support

Remote | Service-Based Businesses, Agencies & Online Teams | 2020-Present

- Support client operations through Gmail and calendar management, CRM updates, contact organization, client communication, data entry, spreadsheet organization, and day-to-day administrative workflows.
- Maintained calendars for multiple real estate agents by scheduling client milestones, recurring reminders, and important follow-up dates.
- Managed and supported 10+ Google Business Profiles by keeping business details, services, posts, updates, and local visibility information accurate and active.
- Created captions, Facebook content, Instagram content, Google Business Posts, content calendars, blog drafts, newsletters, email outreach copy, and social media support across real estate and service-based client work.
- Updated WordPress content, supported on-page SEO tasks, and helped keep website, profile, and marketing details aligned across platforms.
- Used AI tools such as ChatGPT, Claude AI, and Codex AI for brainstorming, research, caption drafting, content planning, client work, and workflow improvement, with human review for tone, accuracy, and client fit.
- Organized project requests into checklists, task boards, spreadsheets, documentation, and repeatable workflows to reduce follow-up confusion and keep work moving.

Selected Client & Project Work

- **Furnish Theory:** Provided long-term VA and marketing support across social media, e-commerce listings, blog content, outreach, customer support, data organization, SKU details, and platform listing coordination.
- **Digital Ninjas:** Created and scheduled content for Meta and LinkedIn, supported Google Business Profile updates, optimized blog posts, and helped organize multi-client marketing tasks.
- **Real estate and local business support:** Assisted with listing/property content coordination, CRM/contact organization, Google Business Profile updates, citation consistency, and location-based blog content.
- **Energy Drink Hub, Australia:** Edited and contributed to 40+ blog articles over a six-month content support engagement for an Australian employer.
- **Biomedix:** Edited and restructured blog content for readability and search alignment, supported Google Business Profile consistency, and tracked visibility through Google Search Console.

Checkwriter

Banking Industry, Philippines | Earlier Career

- Prepared and reviewed checkwriting-related records and documentation with close attention to accuracy, completeness, confidentiality, and detail.
- Built detail-oriented work habits that now support client operations, data organization, CRM management, and administrative quality control.

TOOLS & PLATFORMS

Marketing & Content:	WordPress, Rank Math, Grammarly, QuillBot, Canva, Figma, Flodesk, Meta Business Suite, Google Business Profile, LinkedIn Pages, TikTok Shop
Operations:	Google Workspace, Gmail / Calendar, Microsoft Office, Google Sheets, Smartsheet, Slack, Monday.com, Trello / Notion, Skool, Zendesk
CRM & Real Estate:	Buffini CRM, BoldTrail, GoHighLevel, MAXA Designs, MLS Platforms, Zillow, XpressDocs, Chairish / APT Deco
AI Tools:	ChatGPT, Claude AI, Codex AI