



# ELONISE A. BANO

## VIRTUAL ASSISTANT

### PROFILE

Detail-oriented and highly adaptable Virtual Assistant with proven experience carrying out online projects that promote growth and engagement. Ability to work independently with minimal supervision.

### CONTACT

**Phone:** 09434251094

**Email:** banoelonise@gmail.com

**Address:** 26 Manggahan, BFRV, Talon Dos, Las Pinas City

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### WORK EXPERIENCE

#### Facebook Advertising Management | 2020-2026

- Provided reliable non-voice support to media buyers by assisting with campaign setup and handling operations within Meta Ads Manager and Business Manager.
- Monitored ad accounts and profiles to maintain stability while tracking and reporting performance data using Google Sheets.
- Assisted with billing concerns, payment methods, and other account-related issues while also supporting ad account sharing, access management, and Business Manager setup.

#### Virtual Assistant / Chat Support | 2022-2024

- Provided real-time assistance to customers through chat by addressing inquiries, resolving issues, and ensuring a positive user experience.
- Maintained clear and professional communication while efficiently handling multiple conversations and documenting interactions accurately.

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### SKILLS

- Customer service skills
- Social media management
- Communication skills
- Basic admin skills
- Tech proficiency

### ACADEMIC HISTORY

**University of Perpetual Health Rizal | 2002-2003**

Nursing Aid

**Las Pinas North National High School | 2000-2001**

High School