

CATHERINE D. MELIS

Virtual Assistant | Admin, Social Media & Real Estate Support
La Trinidad, Benguet, Philippines • +63-910-468-1611 • meliscatherine27@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant supporting an NYC-based law office, a real estate professional, and a cosmetic academy across administrative, social media, and real estate tasks. Proficient in Clio Manage and Clio Grow, Canva, Acuity, and GoHighLevel (GHL) for funnels, landing pages, and automations, with working knowledge of StreetEasy and PropertyShark. Adaptable and eager to keep learning new tools, including Follow Up Boss and Integately.

CORE COMPETENCIES

- **Administrative & Office Support:** Legal and administrative support, email and calendar management, client communication, invoice preparation, billing, form completion, data entry, document preparation
- **Professional Strengths:** Attention to detail, organization, time management, adaptability, multitasking, customer service, communication

SOFTWARE & TOOLS

- **Legal & Practice Management:** Clio Manage, Clio Grow
- **Marketing & Automation:** GoHighLevel (GHL) — funnels, landing pages, and automations; Integately (learning)
- **Real Estate Tools:** StreetEasy, PropertyShark; Follow Up Boss CRM (learning) — working knowledge, eager to grow
- **Design, Scheduling & Productivity:** Canva, Acuity Scheduling, Dropbox, Microsoft Office, Google Workspace

PROFESSIONAL EXPERIENCE

General Virtual Assistant (Part-Time) April 2026 – Present

Private Client (Lawyer), NYC-based Law Office — Remote

- Manage client information, matters, and legal workflows using Clio Manage and Clio Grow.
- Handle email management, client communications, and responses to inquiries.
- Prepare invoices, complete forms, and organize documents using Dropbox.

Social Media Management Assistant (Part-Time) [Start date] – Present

Cosmetic Academy — Remote

- Create and schedule social media content and graphics using Canva.
- Manage appointment scheduling and bookings through Acuity Scheduling.
- Use GoHighLevel (GHL) to support marketing workflows, including funnels, landing pages, and automations.

Real Estate Virtual Assistant (Part-Time) [Start date] – Present

Real Estate Professional — Remote

- Use real estate research platforms such as StreetEasy and PropertyShark to support property research and listing tasks.
- Building proficiency in Follow Up Boss (real estate CRM) and Integately for automation and integrations.

Project Technical Specialist I April 2025 – December 2025

DOST-FNRI (Food and Nutrition Research Institute)

- Managed field logistics and coordinated communication between local partners and the research team to ensure smooth operations.
- Collected and encoded field research and nutritional data into database systems, then consolidated data sets and drafted clear technical reports.

Quality Assurance Officer / Food Safety Officer September 2023 – February 2025

Valley Bread Inc.

- Conducted inspections and audits to ensure compliance with food safety regulations and quality control measures.
- Collaborated with production teams to resolve quality issues and developed training materials on quality standards for new employees.

ESL Tutor / Tutorial Assistant (Part-Time) December 2020 – March 2023

Engoo

- Conducted one-on-one online English lessons for students of different proficiency levels.
- Helped students improve speaking, grammar, pronunciation, and communication skills.

EDUCATION

Bachelor of Science in Nutrition and Dietetics

Benguet State University — 2023

Registered Nutritionist-Dietitian (RND) — Licensed November 2023