

LAIZA MARIE ALEGONERO

Virtual Assistant

laizamarie.com

hello@laizamarie.com



PROFILE

I enjoy supporting others by keeping things organized, clear, and running smoothly. I'm easy to work with, attentive to details, and committed to doing quality work.

SKILLS SUMMARY



LANGUAGE

English

Tagalog

CONTACT

 +63 985 134 7708

 thelaizamarie@gmail.com

 www.laizamarie.com

HI!

I support business owners by taking care of the details that often feel overwhelming. From organization and admin work to creative digital support, I focus on making work easier, clearer, and more manageable.

EDUCATION

- 2007 – 2009 **Hotel and restaurant services**
Professional Electronics Institute Inc.
- 2022–2023 **WordPress, Shopify, Social Media, SEO Trainings**
Pro VA

WORK EXPERIENCE

WordPress Developer/General VA –Regarding You

- ✓ Develop & customize WordPress, WooCommerce, and Shopify websites for seamless user experience.
- ✓ Optimize e-commerce stores with conversion-focused design and secure payment integration.
- ✓ Design digital products like templates, journals, etc. and downloadable resources.
- ✓ Create & manage social media content to enhance brand visibility and engagement.
- ✓ Maintain & update websites for security, speed, and performance.

- **Employment Period: 2022 – Present**

WooCommerce Developer / SMM – Alli Cakes

- ✓ Built & manage WooCommerce WordPress website for smooth online ordering.
- ✓ Handle social media to boost engagement and brand presence.
- ✓ Optimize website with updates, speed improvements, and security.

- **Employment Period: 2024 (Project Based)**

Admin/HR/Finance Asst – Pylon Partners Inc

As an Admin, HR, and Finance Assistant, I managed records, supported recruitment, processed payroll, and handled financial documentation with efficiency and accuracy.

- **Employment Period: 2018 – 2020**