

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

WordPress Development	<div><div></div></div>	95%
Shopify Development	<div><div></div></div>	95%
Social Media	<div><div></div></div>	95%
Computer Skills	<div><div></div></div>	95%

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**