



Maria Gracia

Role: Video Editor

Multimedia Editing & Social Media Management



Click the play button for the Assistant's Video Introduction.

Availability: Available ASAP

Hours: Full time

Rate: \$6 - \$7 per hour

Summary:

Maria Gracia is highly suited for roles such as Virtual Assistant, Social Media Manager, or Video Editor within the virtual assistant industry. With extensive experience in video editing, social media management, content creation, and administrative support, Maria brings a well-rounded skill set that allows her to excel in managing digital content, client communications, and multimedia production.

Maria Gracia's expertise in video editing, social media management, and digital content creation makes her a highly capable virtual assistant who can manage multimedia projects, enhance client visibility online, and provide excellent support for digital marketing initiatives.

Skills & Experience:

- **Video Editing:**
 - Proficient in editing videos for YouTube, real estate, vlogs, snippets, and reels using tools like Adobe Premiere Pro, Adobe After Effects, and Animoto.
- **Social Media Management:**
 - Experienced in managing social media accounts, creating posts, engaging with followers, and tracking performance using platforms like Hootsuite and Canva.
- **Content Creation:**
 - Skilled in creating multimedia content including videos, graphics, and newsletters. Able to edit client listings, engagement graphics, and social media content using Adobe Photoshop, Lightroom, and Canva.
- **Script Writing & Hosting:**
 - Strong scriptwriting and hosting background, developed through work as a producer and host for multiple shows. Capable of creating content flows and managing production.
- **Website and Newsletter Management:**
 - Experience updating websites using WordPress and editing/sending newsletters to maintain client engagement.

Delegate



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Skills & Experience:

- **Customer Service:**
 - Developed excellent interpersonal skills through customer service roles at Sykes Philippines and Optum Global Solutions, where she resolved customer inquiries and managed client accounts.
- **Google Ads & SEO:**
 - Knowledgeable in running Google Search and Google Display Ads. Experienced in SEO optimization for video content, using tools like TubeBuddy and VidIQ.

Tools and Platforms:

- **Adobe Premiere Pro, Adobe After Effects**
 - Video editing for YouTube, real estate, and client vlogs.
- **Adobe Photoshop, Adobe Lightroom, Canva**
 - Photo and graphic editing for social media and marketing materials.
- **Animoto**
 - Video creation tool for quick edits and snippets.
- **TubeBuddy, VidIQ**
 - YouTube video optimization tools.
- **Hootsuite**
 - Social media management and scheduling.
- **WordPress**
 - Website updates and content management.
- **Google Ads**
 - Experience with Google Search Ads and Google Display Ads for digital marketing.
- **Google Suite (Docs, Sheets, Drive)**
 - General administrative and content management tasks.