

Josiah Rios

Multi-Skilled VA



About Me

I'm Josiah, a proactive Virtual Assistant with training in General Virtual Assistance and a proven ability to support businesses with efficiency and precision. Skilled in Social Media Management, Lead Generation, Executive Assistance, and Administrative Support, I excel at anticipating needs, streamlining workflows, and ensuring smooth day-to-day operations. With a strong work ethic, adaptability, and results-driven mindset, I'm ready to add value and contribute to your business's success.

Personal Information

- Josiah Yare Rios
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- yourbestvirtualassistants.com

Education:

BACHELOR OF SCIENCE IN MATHEMATICS
WITH RESEARCH STATISTICS
DAVAO ORIENTAL STATE UNIVERSITY
Mati City, Philippines, 8207
2022 - 2026

Training/Courses

General Virtual Assistant Mastery Course
Your Best Virtual Assistant
(February 2025 - March 2025)

- **Social Media Management** – Skilled in content creation, scheduling, engagement strategies, analytics tracking, and editing.
- **GoHighLevel Fundamentals** – Knowledgeable in CRM basics, automation setup, and client workflow management.
- **Lead Generation** – Experienced in prospect research, data entry, lead list compilation, and cold outreach strategies.
- **Executive Virtual Assistance** – Proficient in managing executive calendars, scheduling meetings, trip planning, and organizing itineraries.
- **Administrative Work** – Experienced in email management, file organization, data entry, and customer support.
- **Canva for Social Media** – Skilled in designing professional graphics, social media templates, and marketing materials.
- **Podcast Editing** – Capable of editing podcasts, transcribing, scheduling posts, and creating audiograms.

Top 5 Skills

- Content Creation
- Website Design
- Editing
- Digital Marketing
- SMM

Top 5 Tools I'm Familiar

- Canva
- Capcut
- Calendly
- Notion
- Google Suites

Certifications

