

## LEVERAGE YOUR TIME



**Maricel Tan-Magsipoc** is the founder and President of Strategic Virtual Assistants, a company built to serve busy executives manage their day to day, so they can focus on what matters most – their time and business. With experience across multiple disciplines, she has honed her skills in executive support, quality control, job tasking and more.

Maricel's early career was shaped by her work at JPMorgan Chase & Co., a well-known bank, where she excelled as a Loan Processor and was promoted as a Job Coach and Quality Control Analyst. As a job coach, she provided real-time guidance, conducted training sessions, and maintained procedural accuracy, empowering team members to reach their full potential. Her commitment to quality control meant rigorously monitoring processes and developing automation tools to improve efficiency – skills that are now central to her work as an Executive Assistant.

### Client Benefits

As an Executive Assistant, Maricel expertly manages complex calendars, coordinates meetings, handles email and expense management, and prepares vital business documents. She ensures that busy executives can focus on their core responsibilities. Her background in quality control and job coaching adds depth to her administrative expertise, enabling her to deliver consistent, high-quality support.

Clients appreciate Tan's positive, can-do attitude, proactive nature and getting things done focus in more than one way since her support helps them alleviate stress, increase productivity, and ultimately contribute to the success of the individuals and organizations bottom line.

#### Administrative & Executive Support:

- ✓ Email management (sorting, responding, prioritizing)
- ✓ Calendar management & scheduling
- ✓ Travel planning & itinerary coordination
- ✓ Document preparation (reports, presentations, SOPs)
- ✓ Meeting coordination, minutes, & follow-ups
- ✓ Expense tracking & reimbursements
- ✓ Digital file & data organization

#### Operations & Process Improvement:

- ✓ Develop & maintain SOPs
- ✓ Automate repetitive tasks & workflows
- ✓ CRM management & client database updates
- ✓ Productivity tool setup (Asana, Trello, ClickUp, etc.)
- ✓ Performance tracking & reporting

#### Communication & Client Engagement:

- ✓ Draft & send emails, proposals, & reports
- ✓ Client outreach & follow-ups
- ✓ Internal & external communication coordination
- ✓ Confidential data handling

#### Marketing & Business Development:

- ✓ Market research & competitor analysis
- ✓ Lead generation & CRM updates
- ✓ Content creation for newsletters & campaigns
- ✓ Social media scheduling & brand consistency
- ✓ Presentation & marketing material support

#### Event & Project Coordination:

- ✓ Plan & manage events, webinars, & meetings
- ✓ Project tracking & deadline management
- ✓ Vendor & service provider coordination

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