

**Clarence M. Morales
Waterman Caribbean Park,
44 Lakeview Drive, Scoresby
Victoria 3179 Australia**

**366 State Highway 33,
Mourea Rotorua
NZ 3074**

**1206 Trade and Finance Tower
7th Avenue corner 32nd St.
Bonifacio Global City
Taguig 1634 Philippines**

Professional Summary:

Highly skilled and experienced professional offering expertise in a wide range of services including bookkeeping, virtual assistance, legal-form labor, content creation and copywriting, data analysis and reporting, social media management, live streaming audio/video editing, MICE event organization, legal transcription, and translation, and set language document services. Proficient in providing training and consultation related to these core service areas.

Core Competencies:

- Legal Documentation Preparation**
- Multilingual Transcription and Translation**
- Bookkeeping and Accounting Services**
- Event Planning and Management**
- Data Analysis and Business Intelligence**
- Virtual Administrative Support**
- Content Development and Marketing**
- Social Media Strategy and Execution**
- Audio/Video Production and Editing**