



JESSA MAE MARIZ R. VALDEZ

- **GENERAL VIRTUAL ASSISTANT**
- **SOCIAL MEDIA MANAGER**
- **DATA ENTRY SPECIALIST**

MAIN OBJECTIVE

To have international cultural exposure and hands-on experience in any kind of field that would best fit my qualifications. To be able to work in a career oriented and challenging environment that promotes personal growth and uplifts professional developments.

PROFESSIONAL SUMMARY

An organized, able to maintain cultural sensitivity, detail-oriented and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure. High energy, confident professional with an infectious enthusiasm for technology.

CONTACT DETAILS

Mobile/WhatsApp: + 639103622064
Email: jingwalay22@gmail.com
Skype: jessamaemarizlluvidoramos
Address: 012 Garciaville, Brgy. Mankilam
Tagum City, Davao Del Norte, Philippines,
8100

ACADEMIC HISTORY

San Pedro College of Davao

Class of 2013 | College

- Bachelor of Science in Business Administration
Major in Marketing Management
- 100% Scholarship for Athlete Students
- President, Sports Club
- Member, Junior Personnel Management
Association of the Philippines
- Vice President, Computer Warriors
- Scholar, CHED Scholarship

St. Mary's College of Tagum, Inc.

Class of 2009 | High School

- Vice President, Student Executive Council
- Patrol Team Leader, Cadette Girl Scout of the Philippines
- Secretary, Sports Club
- Organist, The Lector and Choir Club
- Member, Catechist Club

St. Mary's College of Tagum, Inc.

Class of 2005 | Elementary

- Editor-in-Chief & Sports Writer, The Official School Paper
- Grade 6 Representative, Graders Action Board
- President, Young Artist Club
- Vice President, Sports Club
- Patrol Team Leader - Girl Scout of the Philippines
- Organist, The Lector and Choir Club
- Member, Drum and Bugle Corps

SKILLS | TOOLS | SOFTWARE

• SKILLS

General VA | Social Media Manager | SEO Specialist
ECommerce | Email Support | Project Management
Drop Shipping | Data Entry | Quality Checker | Blueprint
Product Research | Lead Generation | Product Listing
Content Marketing | Content Writer | Transcription
Keyword Research | Data Analyst | WordPress
Web Developer | Advertising | Graphic and Logo Design
Push Notification | SMS | CRM | Payroll | Setup Domains
Business Plan | Email Management | Research

• TOOLS AND SOFTWARE

MS Office | Spreadsheets | Google Drive | Zapier
Dropbox | Walmart | Amazon | Shopify | Ebay
Trello | Asana | Auto DS | Slack | AHrefs | ManyChat
Webarchive.org | MOZ | Screaming Frog
Outreach | Hootsuite | Buzzbundle | Canva
Blur | PhotoShop | Photo Scape | Facebook
Instagram | Twitter | Pinterest | LinkedIn
Clickfunnels | Mailchimp | Adzooma | Calendly
Team Viewer | Hunter.IO | Zoom | Skype | WhattsApp |
Protonmail | Bitrix24 | Kajabi | Rocketmatter | Clio G |
Radaar | Switchy | Ocoya



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WORK EXPERIENCE

Social Media Manager | Newman Web Solutions

Sam Newman | October 2021 - April 2022

- Graphic Designs
- Handling Social Media Accounts for 10 clients
- Content Writing
- Scheduling Post
- Weekly Report

Marketing Assistant | Cabanas Law Firm

Stephanie Cabanas | January 2021 - March 2022

- Billing Reports
- Basic Bookkeeping
- Email Support
- Sorting Emails
- Data Entry

Social Media Manager | The Exceptional Woman School - Lady CRO

Nikkita Nguyen | August 2020 - August 2021

- Outreaching
- Email Handling
- Email Support
- Sorting Emails
- Graphic Design
- Social Media Content

Social Media Manager | The Amazing Woof

Connie Grevengoed | June 2020 - July 2021

- Outreaching
- Customer Service
- Email Handling Email Support
- Graphic Design
- Web Developer
- Blog Posting

Social Media Manager | General VA

The Veda Trading

January 2020 - August 2021

- Managing All Social Media Platforms
- Email Support
- Chat Support
- Email Handling
- Graphic Design
- Social Media Ads
- Content Marketing

Social Media Manager | General VA

Shannon White (Australia Based)

March 2021 - August 2021

- Managing All Social Media Accounts / Pages
- Personal Assistant / Admin Assistant
- Graphic Design



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WORK EXPERIENCE

Outreach Specialist | DMS Publishing

Bullet Victorino | July 2020 - May 2021

- Outreaching
- Email Handling
- Email Support
- Sorting Emails
- Grammar

Amazon | Ebay | Auto DS

John Paul Sauer | March 2018 - March 2020

- Drop Shipping
- Order Processing
- Online Payments
- Monitoring Sales (Google Sheet)
- Product Listing
- Product Research
- Data Entry

Social Media Manager | General VA

Allen Johnson (AJ Fit & Mind Coaching) |
February 2020 - November 2020

- Managing All Social Media Platforms
- Email Support
- Chat Support
- Email Handling
- Graphic Design
- Social Media Ads
- Content Marketing
- Monitoring Traffic and Leads
- Marketing and Advertising

Online Quality Checker Staff

Printy Pets | March 2018 - Dec 2019

- Chat Support
- Slack
- Trello
- Monitoring Orders
- Product Details
- Vector Arts Checker
- Weekly Reports

SEO Specialist

Buzzbundle - Trufla Technology |
August 2017 - January 2020

- Chat Support
- Email Handling
- Slack
- Trello
- Making Blueprints
- Lead Gens
- Monitoring Ranks of SEO
- Weekend Report
- Insurance Advertising
- Promote SEO
- Google Sheet



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WORK EXPERIENCE

Data Entry Specialist | Part Timer

Humans and Robots /
humansandrobots.io

September 2019 - November 2020

- Data Entry
- Product Listing
- Email Scraping
- Research

Virtual Assistant | Social Media Manager

Breezeway Bakery (Project Base)

August 2020 - October 2020

- Email Handling
- Chat Support
- Graphic Design
- Trello
- Slack
- Later.com
- Canva
- Google Sheet
- FB / Twitter / Pinterest / Instagram

Virtual Assistant | Lead Generations

Authority Builders

June 2019 - April 2020

- Managing All Social Media Platforms
- Lead Gens
- Data Entry
- DA/PA checker
- Daily Report
- Google Sheet

Virtual Assistant

WHITLOW DIGITAL LLC / News Letter

March 2019 - August 2020

- Sending Daily News Letter
- Making Templates
- Suppression List
- Earware
- Mailwizz
- United Buzzwire
- Stripo
- Buzz Feed Daily
- The United Eagle
- United Patriot



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WORK EXPERIENCE

Virtual Assistant

HUB.IO Web Portal Services |
August 2017 - January 2020

- Email Handling
- Chat Support
- Trello
- Slack
- MOZ
- Buzzbundle
- Web Archive
- Google Sheet
- Hunter.IO

Social Media Manager | Transcriptionist

Twice Bitten Crossfit By: Rob Grupe |
August 2015 - August 2017

- Managing All Social Media Platforms
- Chat Support
- Appointment Setter
- Scheduling Post
- Advertising
- Hootsuite
- Canva
- Google Sheet
- Graphic Design

On Call Virtual Assitant | Part Timer

Mega Virtual Team |
September 2019 - January 2020

- Data Entry
- Amazon
- Product Listing
- Product Research
- Captcha

PROFILE & REFERENCE

Onlinejobs.ph

<https://www.onlinejobs.ph/jobseekers/info/623001>

Upwork

<https://www.upwork.com/freelancers/-019ca4edadd8c72035>

LinkedIn

<https://www.linkedin.com/in/jessa-valdez-96a81a194/>

Ms. Sheena Salvador

Project Manager - Printy Pets | 09082267041

Mr. Jeth Aguas

Team Leader - HUB.IO | 09483157389