



# Amacarin Macaraeg

As a seasoned teacher, social media manager, and general virtual assistant, I bring a unique blend of skills and experiences that allow me to effectively educate, engage, and assist. My background in teaching has honed my ability to communicate complex ideas clearly, adapt to diverse learning styles, and foster a positive and engaging environment. These skills translate seamlessly into my role as a social media manager, where I create compelling content, engage with audiences, and adapt strategies to optimize engagement and growth. As a general virtual assistant, I am well-versed in a variety of administrative tasks, from managing schedules and correspondence to project management and customer service. My strong organizational skills, attention to detail, and ability to multitask ensure that I can efficiently manage various tasks and responsibilities. Whether I'm in the classroom, managing a social media campaign, or assisting with administrative tasks, I am committed to delivering excellence and adding value in all that I do.

## CONTACT

- Cabanatuan Nueva ecija, Philippines 3115
- +639674091706
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## SKILLS

- Social Marketing Fulfillment
- Digital Strategy
- Canva
- Copywriting Abilities

## PERSONAL INFORMATION

Title: Teacher at Department of Education - Philippines | Social Media Manager | Email Marketing

## WEBSITES, PORTFOLIOS AND PROFILES

[www.linkedin.com/in/amacarinmacaraeg-0a22412ab](http://www.linkedin.com/in/amacarinmacaraeg-0a22412ab)

## CERTIFICATIONS

- certified Virtual Assistant
- Licensed Professional Teacher
- Intermediate Level IELTS certified

## EXPERIENCE

### *Social Media Marketing Specialist* Freelance

- 07/2018 - Current | Engaged with customers on social media by addressing queries and concerns to establish roster, build rapport and provide continued support.
- Developed operating budget to spend for promotions and advertising, seeking cost-effective measures for marketing investments.
- Used applications to plan and schedule social media posts during peak hours and heavy traffic to attract more prospects and increase sales.

### *Teacher*

Department of Education - Philippines

- 06/2017 - Current | Established positive relationships with students, parents, fellow teachers and school administrators.
- Established clear objectives for all lessons, units and projects to achieve universal success.
- Observed and assessed student performance to identify areas requiring improvement.
- Prepared unit and lesson plans for courses of study, following curriculum guidelines and common core standards.

## EDUCATION

06/2024

Master's degree, English Language and Literature, General Auroлло University

Bachelor of Secondary Education, Junior High/Intermediate /Middle School Education and Teaching  
World Citi Colleges