

# Chalvin Jake Deang

Bulaon Resettlement City of San Fernando, Pampanga

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## Work History

### Power Works Company (Dec, 2024 to Feb, 2026)

#### Courses conducted

- Managed multiple **social media** client accounts, including **content planning, posting, and engagement**
- Created engaging **captions, hashtags, and content strategies** to increase brand visibility
- Designed marketing materials such as **flyers, social media graphics, and other promotional visuals**
- Edited **videos** for **short-form** and **long-form content** across social platforms
- Built and managed **websites, funnels, and automations** using **GoHighLevel (GHL)** and **Wix**
- Handled **appointment setting** and **client scheduling**
- Assisted in creating and organizing **webinars**, including **setup** and **promotion**
- Communicated directly with **clients** to understand needs, provide updates, and maintain professional relationships

### Remote Employee (On the Job Training) 4

- Customer Service Representative
- Sales & Collections
- Chat Support Specialist
- E-commerce Customer Support
- Cold Calls and Warm
- Non voice Customer Support

## Technical Skills

- **Social Media Management** (Content scheduling, engagement, analytics)
- **Caption Writing & Content Creation**
- **Graphic Design** (Flyers, social media graphics, promotional visuals)
- **Video Editing** (Short-form & long-form content)
- **GoHighLevel (GHL)** (Websites, funnels, automations, appointment setting)
- **Wix Website Builder**

- **Client Account Management**
- **Appointment Setting & Calendar Management**
- **Webinar Creation & Setup**
- **Digital Marketing Tools & Platforms**
- **Basic Analytics & Performance Tracking**

### **Academic**

August 2022 to January 2026 (Graduated)	BS Business Administration Marketing Management	City College Of San Fernando Pampanga
August 2020 to June 2022	SHS HUMSS	St Nicolas College
June 2010 to April 2016	Secondary Education	San Vicente Pilot School for Philippine Craftsman
June 2009 to April 2010	Primary Education	San Antonio Elementary School