

DYANELLE FAITH JAÑOSO - SINCO



Contact me at:

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LinkedIn: Dyanelle Faith Jañoso - Sinco
Instagram: @dyanelle_faith
Booked me @ Calendly:
<https://calendly.com/dyanellefaith>

Extremely motivated to constantly grow professionally. I am confident in my ability to come up with interesting ideas being SMM, Tech, Executive VA and Project Manager.

Personal Information:

Gender	: Female
Citizenship	: Filipino
Language Proficiency	: Tagalog, Bisaya, & English
Date of Birth	: November 15, 1991
Place of Birth	: Tabon Bislig, Surigao Del Sur
Age	: 30 years old
Height	: 5'2"
Weight	: 60 kg
Status	: Married
Religion	: Pentecost
Spouse	: Raphson R. Sinco
Father	: Calinico M. Jañoso
Mother	: Maribel G. Jañoso

Educational History

Saint Paul University Surigao
Bachelor of Science in Business
Administration Major in
Marketing Management Class of
2018

- Member, Business Management Administration Philippines

Surigao City National High School
Graduated Class of 2007

Skills Summary and Tools Use

Project Management, Go High-Level Expert, Cold Email Specialist, Proficient in MS Excel, MS PPT, MS Word, Google Drive, Google sheet and Docs, SMM (Facebook, Instagram, and LinkedIn), Email scraping (Data Scraper), Targeted email scraping, Canva User, Content Creator, Appointment Setter, and Blog content using AI

Work Experience

Currently Project Base

Project Manager of the World of Search 2023

theseomovement.com
(WOSCON2023) this coming
September 23-24, 2023 at
Winford Manila Resorts and
Casino:

- Handling Teams
- Helping define project scope, goals and deliverables
- Creating a schedule and project timeline
- Supporting and direct team
- Monitor and report on project progress
- Track deliverables
- Evaluate and assess the result of the project

Part time TECH ASSISTANT at GODDESS DIGITAL MARKETING,PH BASE OCTOBER 2022 - DECEMBER 2022

- TECH VA (GHL)
- Ad creatives
- Ad Copy

Part time TECH ASSISTANT at GENIUS MARKETING SYSTEM,TX BASE MARCH 2022 - SEPTEMBER 2022

- TECH VA (GHL)
- Cold Email Spealist(Go Daddy, Zoho mail, Instantly)

VIRTUAL ASSISTANT at LUA DIGITAL CANADA BASE | MARCH 2020 - JANUARY 2021

- SMM(Facebook, Instagram, and LinkedIn), Email scraping, client prospecting, Lead Generation, Canva, and cold emailing.

Part time VIRTUAL ASSISTANT at Boss Assistant US BASE JANUARY 2023 - APRIL 2023

- Administrative task
- Prospecting
- Social Media Engagement

Part time VIRTUAL ASSISTANT at LifeOfFreedom AU BASE May 2021 - DECEMBER 2021

- Administrative task
- Prospecting
- Social Media Engagement

VIRTUAL ASSISTANT at FINANCIAL EDUCATION BY JEREMY | JANUARY 2021 - UP TO April 15, 2021

- SMM(Facebook, Instagram, and LinkedIn), Email scraping, client prospecting, and Lead Generation.

VIRTUAL ASSISTANT PART-TIME ONLINE ENGLISH TEACHER 51 TALK| January 2020 - August 2020

- Teaching English materials to children and adults.

Trainings

- Social Aim Solutions
- (Executive Virtual Assistant June 2020
- Quantum Virtual Assistant (Social Media Management) July 2021
- High-Level course for GHL November 2021

Character Reference

- **Ganises Eva S. Chato**
Self Employed
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- **Marie Chris Katherine Ruaza**
Office Staff/ Assistant Quality
Management Representative
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- **Erica Joanna B. Liwanag**
Self Employed
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