



# Eleine Marquez

## SOCIAL MEDIA MANAGER

### EDUCATION

Bachelor of Hotel & Restaurant Management  
Interface Computer College | 2016

### EXPERTISE

- Social Media Management
- Content Planning
- Creating of Content
- Social Media Audit
- Analytic Report
- Scheduling Content
- Copywriting & Caption

### EXPERIENCE:

#### Social Media Manager

*Brandquest | May 2023 – May 2024*

- Social Media Manager - Facebook page and Instagram responsible for creating weekly content
- Response to DM's and comments inside the community
- Creating Instagram and Facebook stories
- Scheduling content on Instagram and Facebook
- Creating monthly Analytic reports
- Creating a Social Media Strategy

#### Social Media Manager

*Winning Wellness| July 2023 – Present*

- Social Media Manager - Facebook page and Instagram responsible for creating weekly content
- Response to DM's and comments inside the community
- Creating Instagram and Facebook stories
- Scheduling content on Instagram and Facebook
- Creating monthly Analytic reports
- Creating a Social Media Strategy

#### Engager and Email Marketing

*NitroO| October 2022 – January 2024*

- Sending out Email and follow up using hubspot
- Engaging on Ig, Tiktok and LinkedIn

#### Social Media Manager

*Daikomyo | November 2021 – May 2023*

- Social Media Manager - Facebook page and Instagram responsible for creating weekly content
- Response to DM's and comments inside the community
- Creating Instagram and Facebook stories
- Scheduling content on Instagram and Facebook
- Creating monthly KPI report
- Creating Email and Text Campaign
- Creating fb ads

#### Social Media Manager

*Digital Peaks | June 2022 – January 2023*

- Social Media Manager - Facebook page and Instagram responsible for creating weekly content
- Response to DM's and comments inside the community
- Creating Instagram and Facebook stories
- Scheduling content on Instagram and Facebook
- Creating monthly Analytic report

#### Social Media Manager

*Bioessence PH| April 2020 – June 01 2022*

- Social Media Manager - Facebook page responsible for creating weekly content
- Response to DM's and comments inside the community
- Scheduling content for Facebook
- Setting up the client's appointment