



JAN MARK S. BASAN

VIRTUAL ASSISTANT

+639108348265

jmbasan.creatives@gmail.com



Km. 9 Purok San Jose 2, Brgy. Sum-ag, Bacolod City
Negros Occidental, Philippines

Education

BS in Information Tech.

Carlos Hilado Memorial
State University University
2008-2016
123 Anywhere St., Any City

Certification

- General Virtual Assistant
Training with MS VA Business
Consultancy Services

Skills

Organized
Creativity
Teamwork
Meeting deadlines
Critical thinking
Continuous Learning
Computer Literacy

About me

I am a highly adaptable and resourceful virtual assistant with a robust background in Data Administration, E-commerce, and Social Media management. With over five years of experience in the BPO industry, I've honed my skills in process optimization, data analysis, and customer engagement. I am committed to delivering exceptional results with precision, efficiency, and a proactive approach.

Experience

Data Administrator

January 2025 - July 2025

EOSI

With expertise in processing permits and using tools like QGIS, Google Maps, and Google Earth, I excel at reviewing and analyzing geographical data for accuracy. I also develop detailed web-based soil analyses, ensuring comprehensive data integrity by cross-referencing multiple sources. My work is dedicated to delivering reliable, data-driven insights that aid decision-making and project development.

Social Media Manager

April 2024 - January 2025

Na-Yah Beach Villas

Developed compelling marketing content that highlighted the unique appeal of a local resort, driving new guest interest and engagement. Delivered exceptional, personalized support via social media and phone, ensuring a seamless and memorable guest experience. Utilized trend analysis tools to inform marketing strategies, boost bookings, and enhance brand visibility across multiple platforms.

Customer Support Representative

Nov. 2018 - Dec. 2024

Teletech,

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Experience

Amazon Virtual Assistant January 2018 - November 2018

AMAZe Team

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Certificate



Tools Proficiency

