

JAZZ RICH CARLO LANGYON

SENIOR EXECUTIVE VIRTUAL ASSISTANT

My Contact

+639603741229

jarilangyon015@gmail.com

Gapan City, Nueva Ecija

Education

Bestlink College of the Philippines

4th Year College Undergraduate

Professional Skills

- Administrative Support
- Client Communication
- Web Development
- Social Media Management
- E-Commerce Optimization

Language

- **English** (Expert Level)
- **Filipino** (Native Language)

Citizenship

- **Filipino**

Character Reference

Joel Dorado Tuason

tuasonjoel07@gmail.com

+639611296524

About Me

Seeking a senior-level position where I can apply my skills and business background to drive results in a reputable organization.

WORK EXPERIENCE

Executive Assistant (September 2022 – March 2026)

Fashion Industry – United States

- Website Development & Maintenance
- Social Media Content Planning & Promotion
- Product Listing Optimization
- Customer Support & Inquiry Handling
- Product Research & Trend Analysis
- Calendar & Schedule Management

Social Media Manager (January 2021 – August 2022)

Hospitality Industry – United States

- Content Strategy Planning
- Content Creation & Scheduling
- Community Management
- Analytics & Report
- Brand Management
- Campaign Management

Tools & Proficiency

- Calendar & Mail (Google, Outlook & Microsoft)
- CRM's (Trello, Monday.com, GHL)
- Editing Tools (Canva & Capcut)
- E-Commerce (Shopify, Walmart & Amazon)
- Social Media (FB, IG & TikTok)
- Microsoft Office 365 Apps
- Skool

Portfolio

https://drive.google.com/drive/folders/1pbfitJwXbV2Yjrq3s6lXhsFG8MnUOhVt?usp=sharing