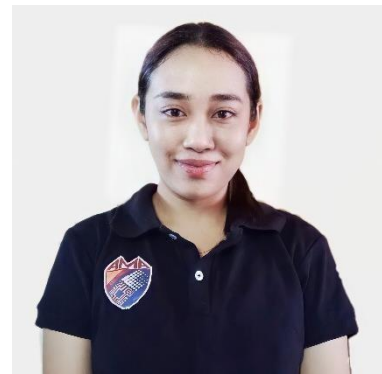


JEANETH S. LIGONES

09936234164 | jeanethligones8@gmail.com |

April 08, 2000 – 23 years old

Brgy. Malabugas, Bayawan City, Negros Oriental



EDUCATION

AMA Computer College Dumaguete
Bachelor of Science in Business Administration
Major in Financial Management

Dumaguete City, Negros Oriental

August 2022

EXPERIENCE

Video Editor/Social Media Manager

(March - July 2023)

Viacore Strategy

- **Graphic Design:** Creating eye-catching thumbnails, cover images, and graphics to accompany the videos on each social media platform can be part of the role. Designing visually appealing elements that align with the brand's aesthetic and messaging can help attract viewers' attention.
- **SEO Optimization:** Conducting keyword research and implementing search engine optimization (SEO) strategies to improve the visibility and discoverability of the videos on platforms like YouTube can be an important aspect. This may involve optimizing video titles, descriptions, tags, and using relevant keywords.
- **Social Media Management:** Apart from scheduling video posts, managing and curating content for the YouTube, Facebook, Instagram, and TikTok channels is crucial. This includes planning and strategizing content calendars, creating engaging captions, hashtags, and descriptions, and staying up-to-date with platform algorithm changes and best practices.
- **Community Management:** Engaging with the audience by responding to comments, messages, and inquiries is essential for building a strong online community. The role may involve fostering meaningful interactions, addressing viewer feedback, and ensuring a positive and engaging experience for viewers.

Virtual Assistant

(August 2022 – January 2023)

Gifts2Engrave

- Ensured accuracy of stock levels and inventory records, resulting in improved efficiency and profitability for the business.
- Managed customer returns/exchanges with ease and proactively reached out to customers to address feedback, contributing to a positive brand image and customer loyalty.
- Effectively monitored shipping processes and managed bulk orders, leading to timely deliveries, reduced lost items, and increased customer satisfaction.

Assistant Team Leader Finance/Accounting and HR Office (Internship) (June - August 2022)

ROC.PH Digital Marketing Services

- Accurately recorded client payments and transactions, contributing to the smooth financial operations of the company.
- Skillfully managed the scheduling of social media posts, increasing online visibility and engagement for the company.
- Successfully recruited and onboarded interns, contributing to the growth and diversity of the company's workforce and ensuring smooth onboarding processes.

Virtual Admin Assistant

(March 2022-June

2022) Arise Property Investment and Management

- Managed daily tenant payment tracking, ensuring accurate financial record-keeping and a streamlined payment process for the company.
- Effectively responded to tenant inquiries and scheduled appointments, contributing to a positive customer experience and increased tenant satisfaction.
- Prepared tenancy agreements, generated bills and invoices, and created visually appealing social media posts using Canva, contributing to an efficient and professional company image.

Support Assistant (AMAZON account)

(October 2021-January 2022)

Teknia Web Solutions

- Established new product listings on Amazon, driving growth and increasing sales for the company.
- Managed multiple client social media accounts, contributing to a strong online presence and increased engagement for clients.
- Edited, transcribed, and published videos on clients' YouTube channels, resulting in increased viewership and engagement for clients and a positive brand image for the company.

Administrative Assistant (Graduate School Office)

(August 2019-April

2020) Saint Paul University Dumaguete (Student Assistant Scholarship)

- Efficiently handled paper works and appointment scheduling for panelists, contributing to a smooth and organized event experience for the school.
- Promptly answered enrollee calls and emails, providing exceptional customer service and a positive experience for students

QUALIFICATIONS

- **Office Management**
- **Email Management**
- **Social Media Management**
- **Excellent Attention to Detail**
- **Time Management**
- **Website Management**
- **Communication Skills**
- **Project Management**

SKILLS & INTERESTS

- **Applications:** Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Outlook, Canva, PowerPoint, Google Applications, Trello, Asana, Slack, Notion, Slite
- **Interests:** Reading books, Music, Sports

REFERENCES

- Ron Oliver Clarin, General Manager – ROC.PH Digital Marketing Services (0917 507 7590)
admin@roc.com.ph
- Rolando Rosales, School Director – AMACC Dumaguete (035) 225 8840
- Sean Christian Lozana, Software Engr. – Stratpoint Technologies (09455477432)
- Jireh Lozana, Medical Virtual Assistant – MedVA Agency (09651368860)