

Jecris L. Vasquez

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Working from home virtually is having access to a broader range of job opportunities that aren't limited by geographic location. This can be especially helpful for job seekers living in rural communities and small towns where there may not be many available local positions.



Experience

02/2020 to 03/2023

Real Estate Virtual Assistant

- Multiple Listing Services
- Facebook ads / Google ads Management
- CRM Management(Airtable, Trello and etc.)
- Creating flyer, Business cards and newspapers
- MLS management
- Inbound and outbound calls
- Photo and Video Editing

07/2019 to 1/2020

Data Entry

Work from home, Balay Mindanaw Incorporated Foundation

- Conduct Baseline and End line survey Online
- Research Study
- Transcription
- Assisting clients for interview
- Email reports

07/2019 to 03/2020

Social Media Manager

Part Time, Diocese of Tandag, Surigao del Sur

- Posting Contents
- Scheduling Clients for Training
- Arranging Payments

02/2022 to 03/2022

KW Command Training

- Marketing profile
- Smart Plans
- Create Custom Tags

Highlights

Computer literate

- Department of Science and Technology Scholar
- Student News Writer Journalist
- Private Teacher
- Professional Singer
- Ability to motivate children in studying
- Resistance to stress
- Good manners

Education

Bachelor of Science in Mining Engineering - Magna Cumlaude
Graduate Mindanao State University-Iligan Institute of Technology

Hobbies

- Teaching children
- Reading News
- Writing News Headlines
- Writing Novels
- Singing
- Playing Volleyball