



JENY ROSE SOLITO

SOCIAL MEDIA MANAGER

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📍 Roxas District Quezon City

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Education

Cagayan State University- 2008

- Bachelor of Science in Secondary Education

Virtual Assistant Portal PH

- Completed Virtual Assistant Course

About Me

I'm an expert in the field of virtual assistance. I am a self-motivated and hardworking assistant. I have a strong desire to work as a virtual assistant and have been doing this for the past two years. I've accumulated enough experience to match your requirements. Communication abilities are something I excel at.

Experience

Virtual Assistant Portal PH

Social Media and Digital Marketing Manager

- As the company's sole voice on social media, it is my responsibility on representing the company. Provide businesses with the information they need to improve my clients' online visibility by responding to comments, compiling campaigns, and creating content.

Appointment Setter and Cold Caller

- Set appointments with clients based on his area of business, as well as cold phone leads and prequalify them based on the client's standards.

Customer Service Representative with UnitedHealthcare

- Providing excellent service and resolving issues for members with their prescription drug plan and medical concerns.

Inbound Sales Representative with SPRINT

- Answering calls, advising clients, resolving customer complaints, making orders, upsell for company's product and Services

Skills

- Graphic Design
- Digital Marketing tool
- Property Management
- Google Spreadsheet
- Appointment Setting