

JEVERLY ANN A. REGASA

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PROFESSIONAL SUMMARY

Detail-oriented and creative Social Media Manager with strong skills in content creation, scheduling, and audience engagement. Experienced in managing social media platforms such as Facebook, Instagram, and TikTok. Proficient in Canva, Google Workspace, and basic analytics for tracking performance. Passionate about building brand awareness, increasing engagement, and supporting business growth through effective digital strategies.

KEY SKILLS

Social Media Management (Facebook, Instagram, TikTok) | Content Creation & Scheduling | Canva Graphic Design | Caption Writing & Copywriting | Basic Social Media Analytics (engagement, reach, insights) | Community Engagement (comments, messages, replies) | Google Workspace (Docs, Sheets, Drive) | Time Management & Organization

TECH PROFICIENCY

AI Tools: ChatGPT, Grammarly, Gemini

Productivity Tools: Google Workspace (Docs, Sheets, Slides, Drive), Microsoft 365

Communication Tools: Zoom, Google Meet

Project Management Tools: Notion, Trello

Design & Social Media Tools: Canva, CapCut, Meta Business Suite

Social Media Platforms: Facebook, Instagram, TikTok (content posting, scheduling, basic management)

Analytics: Basic performance tracking using platform insights (engagement, reach, impressions)

EDUCATION

Bachelor of Science in Criminology

Saint Joseph College | Maasin City, Philippines | 2021

RELEVANT EXPERIENCE

Training Staff / Second Lieutenant (Instructor & Admin Officer)

Probationary Officer Course (POTC) / ROTC – Region VIII | 2022 – 2023

- Served as Training Staff and Instructor after completion of ROTC and POTC program, conducting lectures, field training, and military science instruction for cadets across multiple schools and units within Region VIII.
- Delivered structured training sessions and classroom lectures covering leadership, discipline, and basic military subjects, handling groups of cadets during summer training camps with approximately 600+ participants. Coordinated training schedules, attendance, and administrative requirements while supporting unit operations through documentation and reporting tasks using Microsoft Excel and Google Workspace.
- Assisted in planning and execution of large-scale training activities, ensuring proper discipline, organization, and smooth flow of field and classroom instruction across multiple locations.

Battalion Personnel Officer Admin/S1

Reserve Officer Training Course (ROTC) | June 2019 - July 2020

- Coordinated and managed administrative operations for battalion personnel, including enrollment processing, attendance tracking, and records management for over 200+ cadets.
- Handled encoding and organization of student enrollment data using Microsoft Excel and prepared official reports and documentation using Google Workspace, ensuring accurate and updated records.
- Led preparation of agendas, attendance sheets, and briefing materials for meetings and formations, supporting smooth coordination with higher officers and staff.
- Acted as primary administrative support during inspections, exams, and official unit activities, ensuring all files, reports, and records were complete and properly documented.
- Coordinated communication between cadets, assistants, and higher command regarding schedules, enrollment updates, and official announcements, maintaining order and efficiency in operations.

On-the-Job Training (OJT) – Administrative Support

Barangay Hall | 2nd Semester 2020 – 1st Semester 2021

- Assisted in administrative and clerical operations at the Barangay Hall during on-the-job training, supporting documentation, filing, and basic record management during the COVID-19 pandemic period.
- Encoded and organized records using Microsoft Excel and Google Workspace to help maintain accurate and updated community information.
- Provided assistance in day-to-day office tasks, including coordinating with staff and supporting basic public inquiries and administrative processes.

Battalion Personnel Officer (Admin / S1 – Practicum Unit Support)

Criminology Intern Practicum | June 2020 – June 2021

- Served in a battalion-based criminology practicum unit in an administrative capacity, assisting in the management and tracking of graduating cadets' practicum requirements for compliance and completion.
- Handled encoding, organization, and updating of records using Microsoft Excel and Google Workspace to ensure accurate monitoring of student status and submitted documents.
- Coordinated with cadets and training staff regarding requirement completion, documentation submission, and compliance verification to support proper graduation processing within the unit.

CERTIFICATIONS

Currently pursuing self-paced upskilling in Google Workspace, Microsoft Excel, Canva, and AI tools (ChatGPT, Grammarly, Gemini).

REMOTE WORK READINESS

Internet: Primary: DITO Home WiFi 100 Mbps | Backup: Globe, Smart, and DITO mobile data hotspot

Power Backup: None

Equipment: Acer Aspire Go 15 (Intel Core i7) | Basic headset for communication | Built-in/HD webcam available

Availability: Flexible schedule | Available for US/UK/AU time zones | Open to graveyard shift

LANGUAGES

English: Proficient

Filipino: Native