

JOHN PAUL LOCSIN

DIGITAL MARKETING SPECIALIST



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📍 Bacolod City, Philippines

SKILLS SUMMARY

- Social Media Management
- General Administrative Tasks
- Email Management
- Inbox Management
- Data Entry/File Organization
- Project Management
- Graphic Design
- Customer/Technical Service
- Chat/Email Service

PERSONAL PROFILE

A Virtual Assistant with almost 3 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

Digital Marketing Virtual Assistant

Outsourced Doers | February 2021 – June 2023

- Managing Social Media accounts and Websites.
- Composing and posting online content for the company's engagement.
- Performing administrative tasks with accuracy.
- Managing Emails and Inbox for Marketing

Customer Service Representative/Technical Support Specialist/Sales Specialist/Email Support/Chat Support Specialist

Teleperformance | June 2018 – January 2021

- Managing Inbound & Outbound Calls.
- Assist and Resolved Customer's needs to achieve satisfaction.
- Respond to customer inquiries on technical issues.
- Perform needs analysis of existing/potential customers to meet their needs.
- Provide outstanding Chat and Email support to online customers.

EDUCATION HISTORY

La Consolacion College
Humanities and Social Sciences, 2019

- Representative, Student Council
- Broadcasting Club President
- Loyalty Awardee
- Broadcaster of the year Awardee
- Sports Club Member
- Boys Scout of The Philippines
- Red Cross Volunteer
- SK Member