



JOYCE ANN FLORALDE

mock website: anndigitals.mystrikingly.com

email address: jannfloralde@gmail.com

Certifications | Trainings

Accounting & Bookkeeping Mastery Course (Qbo/Xero)

Learner-Participant, FhMoms, ongoing

Accounting & Bookkeeping (AFNA) 8-Week Webinar Series

Learner-Participant, PUP-DTI-PICPA, ongoing

Social Media Marketing & Advertising Course

Scholar, Department of Information and Communications Technology, Nov. 2022

Project Management Internship

Trainee-Intern, Pinoy VA Finders, Sept. 2022

Social Media to Expand Your Business

Participant, Go Digital ASEAN – Philippines program, July 2021

About Me

Joyce is a hardworking professional with years of varied exposure and experiences making her more flexible, understanding, and responsive to the needs of the business that she supports.

Skills

- Data Entry
- Social Media Management
- Calendar Management
- Email Management
- Website Design

Tools

- MS Office
- Google Workspace
- Sprout Social
- Zoom
- Skype
- Trello
- Canva
- Clickup
- Notion
- Loom
- Wordpress
- Toptracker
- Toggl

Work Experience

Part-Time ESL Tutor, YCSE, April 2022 - March 2023

Facilitate learning sessions

College Instructor, AIFCP, June 2015 - Dec. 2020

Handled social sciences subjects

Virtual Assistant, HP Outsourcing, Oct. 2014 - June 2015

Data Entry, Email Scrape (LeadGen), Update Client's Social Media Profiles, Report Yelp Reviews to AM, ad-hoc tasks

Customer Service Rep, PIACSSI, Oct. 2011 - Oct. 2012

Provided customer service to insurance policyholders

Admin Staff, MCGI, June 2000 - May 2013

Prepared reports, Organized activities, File Safekeeping, Collections and Disbursements

Education

MAGC-CAR | 2022 | AdDU

BS Psychology | 2007 | UM | Graduate