



# JUAN FIDEL GEVERO

PROJECT MANAGER  
VA  
FREELANCER



## Contact



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## Skills

Project Management  
Communication skills  
Leadership Experience  
Computer skills  
Customer Service Skills



## Online

Portfolio <https://juang.my.canva.site/>

Linkedin [linkedin.com/in/jfgevero](https://www.linkedin.com/in/jfgevero)

CV <https://tinyurl.com/3jhuhas9>



## About Me

Adept in Microsoft Office, G Suites, CRM and Project Management Tools. Editing Skills (Video, Image) and Graphic Designing. Content Writing. Well versed in eCommerce, Marketing Research, Telecommunication, Healthcare. A chat and email support, medical biller, customer account executive, technical support, catalog specialist, project specialist, multi-channel manager, project manager. WPM 55-60. A decade in BPO industry and 7 years as a freelancer.



## Education

### Bachelor's Degree in Communication

2018 - 2021

*Ateneo De Davao University*

### Certification in Finishing Course for Call Center / English Proficiency Certificate

2007

*Joji Ilagan Bian E-Academy (JIB)*



## Work Experience

### Dynata PH

May 9, 2022 – Present

#### Project Manager

Project Management. Manages the project by overseeing the performance and result towards the end. Adjust based on what clients need.

Communication. Communicates to the client directly as well as communicator between the sales and the client.

### Sunkenstone

May 1, 2018 – July 11, 2022

#### Multi-Channel Manager (eBay) and Catalog

#### Associate (Amazon) eCommerce

Account manager (eBay). Manages accounts in eBay, overseeing listing, customer service, review, performance, sales. Provide a report and feedback to the CEO.

### Focusinc Group Corp.

June 9, 2015 – August 15, 2017

#### Medical Biller and Project Specialist

Team Management. Manages a group of VA's for their performance, attendance, improvement, quality, coaching, goal, plans and career advancement. It also includes their work for the day.

Reports/Admin Tasks. Reports to the manager, provide eod reports, coaching logs, feedbacks etc.