

LENIE ROSE S. QUIAMBAO

#136 Norton St. New Kalalake, Olongapo City

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SUMMARY: I am a graduate of Bachelor of Arts Major in Mass Communication with skills in writing, photography, voiceover, customer service, and photo and video editing.

WORKING EXPERIENCE

Release Your Potential

August 8, 2022 - August 29, 2023

Senior Admin and Social Media Assistant

- Produce, publish, and manage content on Instagram and LinkedIn
- All administrative support that is required by the CEO/Director, including research, email scheduling, email management, and calendar management
- Assist in the client onboarding process
- Strategize, set up, and implement social media marketing strategies and content planning
- Create a content calendar and schedule all posts
- Maximize SEO on content creation to widen reach and visibility
- Report on social media performance and engagement results and use data to optimize and shape future campaigns
- Create and repurpose graphics, and captions, and use hashtags to maximize visual impact and engagement on posts

Resource Worldwide

August 23, 2021 - September 29, 2023

Content Creator / Social Media Manager

Using New Zenler for uploading and updating courses. Social Media Calendar and Content making. Graphic designs by using Canva. Editing and transcribing videos to repurpose and create content. Editing newsletters and written content to repurpose and create content. Systemizing and automating client communications Setting up email automation in Mailerlite. Setting up pages in Squarespace. Take on the brand voice when communicating.

Rizing Starz International

May 1, 2018 - Present

Virtual Assistant

Writing blog content and creating Social Media content. Scheduling posts and releasing email campaigns every week. Creating slideshows, PowerPoint presentations, and graphic designs. Advertising events for a cause for the children at the orphanage.

Liz Aguirre MD

March 5, 2022 - April 16, 2023

Creative Assistant

Edit Podcast • Write Show Notes • Schedule and publishing Podcast episodes • Advertisement • Weekly Newsletter • Graphics for Newsletter • Video Editing • Website Building • Brand Creation • Graphic Designs for Branding

Hollie Tkac Services

June 27, 2022 - October 31, 2022

Senior Admin and Social Media Manager

• Produce, publish, and manage content on Instagram and LinkedIn • All administrative support that is required by the CEO/Director, including research, email scheduling, email management, and calendar management • Assist in the client onboarding process • Strategize, set up, and implement social media marketing strategies and content planning • Create a content calendar and schedule all posts • Maximize SEO on content creation to widen reach and visibility • Report on social media performance and engagement results and use data to optimize and shape future campaigns • Create and repurpose graphics, and captions, and use hashtags to maximize visual impact and engagement on posts

Publicity by Christina

June 5, 2021 - April 4, 2022

Social Media Manager / Graphic Designer

Daily graphic creations and Social Media Managing. Audiogram creations and boosting Social Media accounts. Podcast editing and Content scheduling.

The Transcription People

May 1, 2021 - November 3, 2021

Social Media Manager / Content Creator

Posting blog content every month, and scheduling email campaigns twice a month. Graphic designs using Canva, Content Creations, Administrative Tasks, and Social Media Managing.

Virtual Elves

September 3, 2019 - April 4, 2022

Social Media Manager / Content Creator

Writing blog content and creating Social Media content. Scheduling posts and promoting events. Editing videos for Youtube and Podcast as well as graphic editing using Canva and Adobe Photoshop. Advertising, boosting traffic and engagements.

The VGC Group

August 15, 2017 - May 1, 2018

Virtual Assistant

Writing blog content and creating Social Media content for the accounts I'm handling. Voicing out and advertising the products to drive in more traffic and clients. Video editing, and voice-over for video presentation. We also create Social Media accounts for our clients.

New Media Service

November 16, 2016 - July 4, 2017

Chat/Email Specialist

Answering any inquiries, and concerns that our clients might have. I always make sure the emails are all answered. We also check our spam inbox if any of our client's emails were marked as spam. We also answer live chats for any of our client's questions, depending on who's on duty.

Ding Dong Deng (DDD)

July 27, 2016 – September 20, 2016

English Teacher

Teaching Korean students through the internet via video call, we have handouts online that the Company has provided for us. We evaluate students in every class according to their performance.

Subic Language Learning Center (SLC)

December 8, 2015 – April 7, 2016

English Language Specialist

Teaching Korean students the proper way to speak in English through the telephone by talking about certain articles and hearing out their opinions. Teachers would usually give grades and opinions about their student's performance every month.

I Will Communicate, Inc (IWC)

January 4, 2016 – February 29, 2016

Camp ESL Teacher

Teaching Korean students the proper way to speak in English and fixing their grammar lapses as well as entertaining them to find studying fun.

I Will Communicate, Inc (IWC)

July 20, 2015 – August 14, 2015

Camp ESL Teacher

Teaching Korean students the proper way to speak in English and fixing their grammar lapses as well as entertaining them to find studying fun.

EDUCATION

Primary

Mondriaan Montessori Creative School

Olongapo City

Year Graduated: 1999 – 2005

Secondary

Aura De Laurentus Business High School

Olongapo City

Year Graduated: 2005 – 2009

Tertiary

Mondriaan Aura College

Graduate of Bachelor of Arts in Mass Communication

Subic Bay Freeport Zone

Year Graduated: 2009 – 2013

SKILLS

1. Speaking and writing skills in English, Japanese, and Filipino.
 2. Creative writing, content writing, copywriting and etc.
 3. Proficiency on Office Applications (Microsoft Office)
 4. Knowledge in digital arts (Adobe Photoshop)
 5. Sketching and photography
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TRAINING AND SEMINARS

1. Intern at SBMA Media Production Department
 2. Event organizer at Aura Media
 3. Training and Seminar in Creative Writing, Journalism, and Film Making
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PERSONAL INFORMATION

Date of Birth	:	July 24, 1993
Places of Birth	:	Olongapo City
Civil Status	:	Single
Citizenship	:	Filipino
Religion	:	Iglesia Ni Cristo
Language Spoken	:	English and Tagalog

CHARACTER REFERENCE

Carol McIntyre
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Pearl Deguzman

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I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

Lenie Rose S. Quimbao