





Ivan Señorin



VIRTUAL ASSISTANT | LEAD GENERATION SPECIALIST | EMAIL MARKETING

CONTACT

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PROFILE

A versatile individual with a strong background in administrative tasks and social media management. My multifaceted skill set and experience allow me to efficiently support businesses in various capacities, driving growth and enhancing brand visibility.

EDUCATION

Technological University of the Philippines
BS Electrical Engineering
2018 - 2023

Angelo Levardo Loyola Senior High School
Science, Technology, Engineering & Mathematics
2016 - 2018

ORGANIZATIONAL EXPERIENCE

TUP - Electrical Engineering Society
Social Media Management
2019 - 2022

- **Creating Event Posters and Announcements:** Designing visually appealing posters and announcements to promote events effectively.
- **Designing Merchandise Products:** Developing creative and marketable designs for products used in merchandising.
- **Managing Social Media Accounts:** Keeping social media accounts active and engaging by regularly posting content and interacting with the audience.

PROFESSIONAL EXPERIENCE

Accenture Inc
Customer Service Associate
2022 - 2024

- Manage and organize licensing documentation, ensuring accuracy and completeness.
- Respond promptly and professionally to inquiries from insurance agents regarding licensing status, renewal processes, and any related concerns.
- Assist insurance agents in navigating the licensing process, including application submission, documentation, and compliance requirements.
- Address and resolve customer issues effectively, maintaining a positive and customer-centric approach.

XYM Builders
CAD Operator
2018 - 2021

- Developed CAD drawings from hand sketches, verbal instructions, and site visits.
- Designed arrangements for Electrical Layouts architecture using AutoCAD and SketchUp

Isabella Events
Social Media Marketing
2018 - 2019

- **Event Posters and Announcements:** Creating visually compelling posters and announcements to effectively promote events.
- **Merchandise Product Design:** Developing innovative and marketable designs for merchandise products.
- **Event Servicing Design:** Crafting designs tailored to enhance event services and experiences.

SKILLS

- Time Management
- Organization
- Attention to Detail
- Design and Layout Proficiency
- Customer Service
- Email Management
- Social Media Management
- Lead Generation
- Content Creation

SOFTWARE

- Microsoft Office Suite
- Google Workspace
- Project Management Tools
- Email Marketing and Automation
- Social Media Management tools
- Adobe Creative Software
- Notion
- AutoCAD
- Citrix