



Mark Mirbien Daguinod

Freelancer

Free Lancer

Real Estate
Virtual
Assistant

Re-Max
Hallmark

2021 - Mar 2023

Social Media
Management
Freelancer

Various
Businesses/
Startups

2019 - 2022

Duties

- Document Preparation
- Listing Management
- Schedule meetings
- Communication and Correspondence
- Manage a contact list
- Prepare customer spreadsheets and keep online records
- Organize managers' calendars
- Perform market research
- Create presentations, as employees
- Administrative Support
- Contact and send documentation to lawyers

- Perform research on current benchmark trends and audience preferences
- Design and implement social media strategy to align with business goals
- Set specific objectives and report on ROI
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news)
- Monitor SEO and web traffic metrics
- Collaborate with other teams, like marketing, sales and customer service to ensure brand consistency
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures and blog layout)
- Suggest and implement new features to develop brand awareness, like promotions and competitions
- Stay up-to-date with current technologies and trends in social media, design tools and applications

EXPERIENCE

About me

Im a fulltime freelancer and my working ground is based on general Virtual Assistant works as well as photo editing/manipulation, graphic design, digital marketing, and other online freelancing sectors. I can pretty much do anything that is related to my job.

I am acquainted with enough skills that your job demands and Im willing to work hand in hand with my clients to achieve their desired goals. I am adept enough to work under pressure and time constraint

Personal Skill

Canva	<div style="width: 100%;"></div>
Adobe photoshop	<div style="width: 95%;"></div>
Filmora WonderS	<div style="width: 95%;"></div>
M/S Office	<div style="width: 100%;"></div>
Adobe Premier pro	<div style="width: 95%;"></div>
CRM / Trello	<div style="width: 95%;"></div>

Contacts

P : +63 950 8235323
E : mark.daguinod22@gmail.com
W : <https://markdaguinod22.myportfolio.com>



Mark Mirbien Daguinod

Freelancer

Why choose me?

- Integrity
- Dependability
- Effective Communicator
- Open Mindedness
- Can work independently or in a team setting
- Willingness to learn
- Adaptability
- Problem-Solver
- Creative Thinker

Personal Skill

Canva	
Adobe photoshop	
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M/S Office	
Adobe Premier pro	
Autodesk	

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EXPERIENCE

Graphic Designer & Video Editor

Belgian DJ

2019 - 2021

Executive Assistant

Eastern Works for Construction Company

Saudi Arabia

2011 - 2018

Duties

- Create a Poster/Flyer for the client's campaign or social media post
- Edit Videos in line with the client's vision and goals
- Manipulate and edit film pieces in a way that is invisible to the audience
- Take a brief to grasp the production team's needs and specifications
- Review shooting script and raw material to create a shot decision list based on scenes' value and contribution to continuity
- Trim footage segments and put together the sequence of the film
- Input music, dialogues, graphics and effects
- Create rough and final cuts
- Ensure logical sequencing and smooth running
- Consult with clients for production to post-production process
- Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency.
- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, data entry, invoices, reports, and other documents for senior staff.
- Arrange Calendar Management for the upcoming meetings
- Arranges travel and accommodations for executives.
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes.



Mark Mirbien Daguinod

Freelancer

Duties

- Receives incoming communication such as email, documents, etc. on behalf of senior staff, reviews contents, determine importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by executives.
- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure its functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place orders

Executive Assistant

Eastern Works
for Construction
Company

Saudi Arabia

2011 - 2018

IT Support Tech

Eastern Works
for Construction
Company

Saudi Arabia

2008 - 2011

EXPERIENCE

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Personal Skill



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EXPERIENCE

Executive Assistant

Eastern Works for Construction Company

Saudi Arabia

2011 - 2018

Level 1 Tech Support

IBM DAKSH

Philippines

2006 - 2008

EDUCATION

College

De la Salle University Manila

Bachelor in Computer Science
Major in Information Technology
2001 - 2005

High School

San Beda College Manila

Primary School - High School
1991 - 2001

- Receives incoming communication such as email, documents, etc. on behalf of senior staff, reviews contents, determine importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by executives.
- Provide over-the-phone first-level technical hardware and software support on Dell-supplied products, peripherals, and applications
- Use troubleshooting techniques and tools to identify and resolve customer's technical issues
- Assumes a proactive role in technical support call avoidance by identifying common problems and documenting resolutions
- Actively engage with our customers in all aspects through to problem resolution, keeping the customer informed and updated throughout the life of incident
- Delight customers and be their greatest advocates by simplifying the customer experience