



Nancy Hipol

EDUCATION

Bachelor of Science degree in
Computer Science

STI - La Union 2009-2013

SKILLS


- Social media skill
- Web Research
- Copywriting and editing skill
- Content Creation
- Data Encoding/Decoding
- Wordpress
- Good communication and leadership


LANGUAGE

- Filipino
- English

Hi! I'm a social media manager looking for a full-time or part time job in the marketing communications and social media fields where I can use my knowledge and abilities to constantly improve.

SOCIAL MEDIA MANAGER

 La Union, Philippines

 +63-947-8736443

 nancyhipol@gmail.com

 <https://nancyhipol.wordpress.com>

EXPERIENCE

Social Media Manager |VA - present

Virtual Assistant Training Philippines

- Social Media Marketing
- Basic Ads Management
- Content Creation
- Website Creation

IT Associate - 3 years

Rang-ay Bank - La Union

- **Data entry**, answering phone calls, as well as sorting and filing documents
- Software/Hardware Troubleshooting
- Technical Support

Office Secretary - 1 year

Cashmate - La Union

- **Data entry**
- Manage loan applications
- Communicate with clients
- Filing and record keeping