

# Pia Claudette Lorico

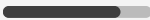
## CONTACT ME

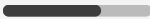
28 8J Cambridge Village,  
San Andres, Cainta, Rizal,  
1900, Philippines

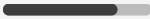
✉ piaclaudette12@gmail.com

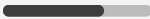
☎ 639283956983

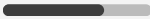
## SKILLS

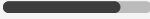
Excellent  
Communication 

Inventory  
Coordination 

MS Office 

Written  
Communication  
(Email Marketing) 

Digital Marketing 

Content Creation  
(video editing,  
creating and  
designing post for  
social media) 

I'm looking for opportunities to work for a company that can help me improve my skills, enhance my knowledge, and recognize my full potential. I'm open to a wide range of possibilities that could help me gain perspective.

## WORK HISTORY

### Virtual Assistant

June 2023 - February 2024

- Assistant to Social Media Managers (on-call only no fixed time)
- Create carousel posts on Instagram and do data entry on spreadsheet about the analytics of the site
- Creates simple creative videos and reels for the clients as well as announcement posts and other social media content.
- Creates sales and marketing copywriting of funnel pages

### Outreach Specialist

2022 - 2023

#### Jooble US

- Negotiate mutually beneficial collaboration through the use of cold emails and place links to our site on other sites on the internet.
- Lead generation in finding prospects and communicates with partners and determination of topics and quality parameters of the site.
- Background in data analysis and using SEO tools like Ahrefs and Semrush , which I use to measure the parameters of campaigns and make informed decisions
- Create banner ads for interested partners

### Transcriber (Project-based)

May 2022 - August 2022

- Performed QA metrics, productivity metrics and daily reviews of post-QA reports adhering to transcription quality assurance standards.
- Transcribing and segmenting English ASR short and long audios.
- Reviewed completed reports for proper formatting, grammar and sentence structure.

### Online Sales Associate

2020 - 2022

- Promoted conversion of casual shoppers into customers through product knowledge and product solutions to meet customer needs.
- Negotiated prices, terms of sales and service agreements.

## TRAININGS

### Customer Service Representative August 2022 - September 2022

- Trained for a sales account
- Handles calls from customers and take their orders, answer queries about product and offer promotion and upsell
- Was awarded top 6 of the batch and Best in AHT

## CERTIFICATIONS

**Google Digital Marketing & E-commerce Certificate** November 2023

- Certificate from Coursera
- <https://www.credly.com/go/hlQ25M1c>

**Project Initiation: Starting A Successful Project** November 2023

- Certificate from Coursera
- <https://coursera.org/verify/B2DAPM67A5VN>

**Project Planning: Putting It All Together** November 2023

- Certificate from Coursera
- <https://coursera.org/verify/8WX69VMVEZA2>

**Foundation of Project Management** June 2023

- Certificate from Coursera
- <https://coursera.org/verify/33UHUP8PPVRW>

**Link Building 2023. Build Links That Boost The Site Traffic** May 2023

- Certificate from Udemy
- <https://www.udemy.com/certificate/UC-baf943f0-addb-4d26-932a-e7c48bb09032/>

## EDUCATION

**Bachelor of Science in Mechanical Engineering** 2020 - 2023  
Technological Institute of the Philippines  
Quezon City, Philippines

- Received With Honors Scholarship for 1st semester 2020 - 2021
- Dean's List 2nd semester 2020 - 2021
- Dean's List 2nd semester 2021 - 2022
- Member of Society of Scholars - Mechanical Engineering

**Humanities and Social Sciences Strand** 2017 - 2019  
University of the East  
Manila City, Philippines

- Member of Humanities and Social Sciences club
- Awarded With Honors 2017 -2018
- Awarded With Honors 2018 - 2019