



# Hi! I'm Regina Abong

SOCIAL MEDIA MANAGER

regina.abong05@gmail.com

09428185208

Driven Social Media Manager with a proven track record of boosting engagement by 30%. Skilled in content creation, community management, and paid advertising across all major platforms. Adept at staying ahead of industry trends and tailoring strategies to specific brand needs. Looking to leverage my expertise to achieve ambitious growth goals.

## WORK EXPERIENCES

01

2023-2024

### SOCIAL MEDIA MANAGER

Alternative Small Business Consultant

- Conduct audience research to understand the target market of alternative small business consultants. This includes demographics, interests, and social media platforms they frequent.
- Create engaging and informative content that showcases the company's expertise in alternative small business consulting. This could include blog posts, infographics, videos, client success stories, and industry insights.
- Develop targeted Facebook ad campaigns to reach a specific audience of potential small business clients seeking alternative solutions.
- Regularly track and analyze social media metrics through platform insights and social media management tools.

2023-2024

### SOCIAL MEDIA MAANGER

Collective Wellness

- Build brand awareness
- Attract new clients
- Create a supportive online community
- Craft engaging content (posts, captions)
- Manage Facebook ads
- Respond to followers and build connections
- Track results and suggest improvements
- Stay on top of social media trends
- Explore new platforms & tools
- Find potential influencer partners

DECEMBER 2023

### SOCIAL MEDIA MAANGER

Rock on Paving

- Craft awesome social posts (text, images, videos) showcasing Rock On Paving's projects and expertise.
- Engage with followers on Facebook, Instagram, etc., answering questions and promoting positive vibes.
- Run targeted social media ads to reach new customers looking for top-notch paving services.

## SKILLS & EXPERTISE

02

Social Media Strategy

Content Creation

Community Engagement

Trend Analysis

Brand Development

Campaign Management

Social Media Advertising

Cross-Platform Expertise

## EDUCATION

03

**Datacom Institute of Computer Technology**

2009-2011

Computer Programming

## HOBBIES

04



Writing



Designing



Photography

## ACHIEVEMENT

05

### Certifications

2023

Social Media Marketing- Elevate Tutoring



PHONE

09428185208

ADDRESS

Bacoor, Cavite

## WORK EXPERIENCES

06

MAY 2023

### SOCIAL MEDIA MANAGER

The Shannon Jones Team

- Developed and executed comprehensive social media strategies, resulting in a 100% increase in follower engagement.
- Created compelling content across various platforms, tailoring each piece to the unique audience of the platform.
- Monitored and analyzed key performance indicators (KPIs) to refine and improve social media campaigns.

JANUARY 2023

### EXECUTIVE VIRTUAL ASSISTANT

Growlocal.io

- Handling 3 Instagram accounts for influencer marketing, sending messages to potential customers
- Answering messages from Instantly.com - Make sure to respond promptly and professionally to all inquiries.
- Creating multiple ad creative using UpHex
- Managing Go High Level accounts, updating workflows and contact information
- Scheduling appointments for potential clients
- Editing videos and creating important snippets
- Creating different versions of ad copies using ChatGPT with AIRPM

### SOCIAL MEDIA MANAGER

Frontsight Digital Marketing

2021-2023

- Handling 23 Social media Accounts including Facebook, Instagram, LinkedIn, Twitter, Pinterest and Google my Business.
- Content planning, Content Creation, Caption and Hashtag strategy
- Performing research on current benchmark trends and audience preferences
- Designing and implementing social media strategy to align with business goals
- Setting specific objectives and reporting on ROI
- Daily Engagement and answer Customer inquiry.
- Set up GHIL sub Accounts Set up Mailgun to GHIL account Creating Email Workflow Find and
- Collaborate with Influencers to promote affiliate websites.

### SOCIAL MEDIA MANAGER

Remote Classroom Australia

2020-2021

- Develop, implement and manage our social media strategy Define most important social media KPIs
- Manage and Schedule social media content Measure the success of every social media campaign
- Stay up to date with the latest social media best practices and technologies Attend educational conferences

## ONSITE EXPERIENCE

### OUTBOUND SALES AGENT

Callcenter Solution For you

2018-2019

- Make Outbound customer calls to promote and sell back, knee, and ankle brace.
- Create, maintain and update database of customer with complete information and emails.
- Consolidate existing customer while building new customer base,
- Record outbound call history and customer response in detail.
- Ensure customer follow-up all the time.

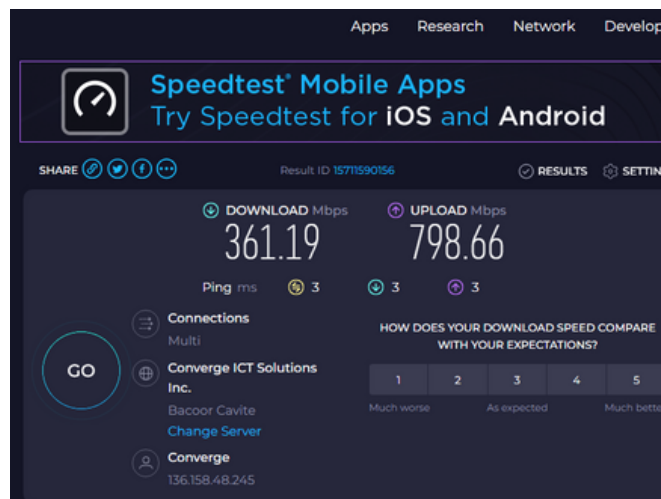
### ADMINISTRATIVE ASSISTANT

Everbright International Academy

2013-2016

- Answering phone calls and responding to inquiries from students, parents, and faculty members.
- Explaining the rules and regulations of the school to new students and ensuring that all parties understand the policies and procedures in place.
- Conducting data encoding tasks such as entering student and employee information into the school's database and keeping records up to date.
- Filing and submitting enrollment, terminal, and employment reports

## SPEED TEST



## ENGLISH LEVEL

English Level Test results for Regina Abong Unbook x Disconnected DISCONNECTED

ExamEnglish@examenglish.com  
to me

Dear Regina Abong,  
Thank you for completing the English Level Test at [www.examenglish.com/leveltest](http://www.examenglish.com/leveltest)  
This tested your level of English grammar and vocabulary.  
Congratulations! Your level is C2 (advanced/mastery)  
This is approximately equivalent to CPE, an IELTS band score of 9 or 120 at TOEFL iBT  
Time taken: 4 minutes, 28 seconds  
Date: 25/07/23

For information about levels please visit [www.examenglish.com/CEFR/cefr.php](http://www.examenglish.com/CEFR/cefr.php)

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Free practice tests for learners of English  
[www.examenglish.com](http://www.examenglish.com)  
[www.facebook.com/ExamEnglish](https://www.facebook.com/ExamEnglish)