

Ronamae Serato

Social Media Manager



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<https://ronaserato.my.canva.site/social-media-management-virtual-assistant>

Trainings

- Virtual Assistance Training **Surge Freelancing Market Place** (2021)

Skills

- Social Media Analytics Report
- Ads Campaign
- Social Media Content Planning
- Canva
- Search Engine Optimization (SEO)
- Hootsuite, Buffer
- Google Analytics
- Notion, ClickUp

Education

- *Saint Paul University of Surigao* (2019-2020) Completed 54 units in **BS Accountancy**
- *STI College Senior High School* **General Academic Strand**
Best in Business Planning



Social media manager with 1+ experience in optimizing, creating, and driving ROI and brand awareness through social media strategies. Ready to bring you success.

Experience

Social Media & Marketing Projects

Sproutling Media & Automation Lab
Oct 2022 - Sept 2023

- Prepare and create social media post content and graphics
- Do blog and content research
- Keyword research
- Competitor analysis
- Create an outline for blog posts
- Auditing and critiquing websites on SEO
- Find Leads

Social Media Manager

Her Closet by Joy
Nov 2020 - Jun 2021

- Schedule and post social media content on Facebook
- Edit photos to be posted
- Engage with customers through chats and messages

SURGE MARKETPLACE



CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Ronamae Serato

for having successfully completed the Online Course in

FREELANCING (VIRTUAL ASSISTANT) COURSE

With the following inclusions: Virtual Assistance Basics; Virtual Assistance Branding Set up; Virtual Assistance Applications; Virtual Assistance Payment Setup; General Virtual Assistance (GVA) Tasks; Social Media Basics; Social Media Accounts Creation and Optimization; Social Media Content Planning and Creation; Scheduling and Posting Social Media Content; Organic Social Media Marketing; Simple Website Creation, Optimization and Management; Online Writing and Marketing; SEO Basics and Setup; SEO On-Page Optimization; SEO Off-Page Optimization (Backlinking); Lead Generation; Basic Facebook Ads; YouTube Optimization; Basic Email Marketing; Influencer Marketing; and Affiliate Marketing.

Given this 30th day of October, 2021

A handwritten signature in black ink, appearing to read "Julmar Grace U. Locsin".

JULMAR GRACE U. LOCSIN
CEO & OWNER



Total Training: 20.45 Hours
Total LIVE Sessions: 4
FVA Corp. Certification No. FVAFC-000-108

Surge is an FVA Business Consultancy Corporation company.
SEC Registration: 2021020006924-59