




VIENDA SANDერიENE HABARADAS


Copy/Content Writer and Social Media Manager

Profile

Versatile Virtual Assistant with strong experience in administrative support, content writing, and social media management. Skilled in managing schedules, creating engaging digital content, and supporting marketing operations to improve efficiency and brand visibility. Reliable, detail-oriented, and committed to helping businesses stay organized, productive, and connected with their audience.

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 sandyhabaradas@gmail.com

 Block 17 Lot 23 Pag-ibig Country Homes, Catalunan Pequeno, Davao City, Davao Del Sur, Philippines, 8000

Education

Bachelor of Science in Entrepreneurship

University of Mindanao

2019-2023

Expertise

Copywriting

Email Marketing

Market Research

Social Media Marketing

Editing and Proofreading

Basic Graphics

Language

English

Filipino



Work Experience

Nov. 20, 2024–Feb. 20, 2026

VELTRI | Lisbon, Portugal

Social Media Manager

- Creates social media posting, article/blog, and email marketing content
- Creates a website design proposal
- Creates weekly and monthly SMM reports
- Basic social media management tasks
- Creates basic video editing and graphic design

May 16, 2025 – Feb. 09, 2026

Fishbat Inc. | Long Island, New York

SEO Copywriter

- Creates 21 different kinds of blog content weekly.
- Basic SEO tasks
- Researching and learning information about different kinds of clients

Sept. 25, 2023– Nov. 15, 2024

Turnkey | Connecticut, United States

Internal Marketing Copywriter

- Creates weekly company blog content.
- Creates email content.
- Creates flyer contents
- Basic SEO tasks
- Researching and learning information about Point-of-sales systems
- Helps creating caption social media

Jan. 05– Sept. 25, 2023

Infinity Hub Digital Marketing Agency | Davao City, Davao del Sur

Content Writer and Social Media Manager

- Creates social media posting, article/blog and email marketing content
- Creates website design proposal
- Creates weekly and monthly SMM reports
- Basic social media management tasks
- Handled 6 different accounts
- Accounts that I handled: Amzpecty, Seiralab, Infinity Hub Digital Marketing Agency, Nasya Business Consultancy, North Star Management Consultancy, Futura by Filinvest

March 24, 2022– May 30, 2023

Heavy Hitter Club | North America

Content Writer

- Creates different kinds of articles based on the title that the client gave.
- Used different kinds of SEO tools to create top-quality articles.