



ZEITEL MONTE DE RAMOS

VIRTUAL ASSISTANT | GRAPHIC ARTIST |
CONTENT WRITER

EXPERIENCE

LOGO EDITOR

expertise.com

2016 - 2017 | 2019 - 2023

- Identifying and isolating the companies' logos from their websites
- Formatting isolated logo to a flat, square format - centered and in the right size
- Worked with the team manager to streamline the process flow
- Conducted training sessions for all new logo editors and the team manager

SNIPPET CONTENT WRITER

expertise.com

2022

- Wrote content for service provider listings
- Followed strict rules that were implemented to keep the content from sounding like a marketing material

CONTACT FINDING AGENT

expertise.com

2020

- Researched for information on lawyers holding a specific position
- Utilized LexisNexis to determine the case count of lawyers

LOGO AUDITOR

expertise.com

2020

- Ensuring that the logos are correct and are of good quality
- Preparing tabulated data for reporting

VIRTUAL ASSISTANT

Upwork

2011-2011

- Creating backlinks
- Product listing on Craigslist
- Article spinning

 09280711582

 zeitelbb@gmail.com

 Siargao Island, Philippines

EDUCATION

SECONDARY SCHOOL

MSU-IIT IDS

2005-2009

BACHELOR OF SCIENCE IN NURSING

MSU IIT

2009-2010

BS IN INFORMATION TECHNOLOGY

Saint Michaels College

2016-2018

SKILLS

- Graphic Design
- Content Writing
- Web Research
- Data Entry
- Email Marketing
- Inbox Management
- Calendar Management
- Quality Assurance