



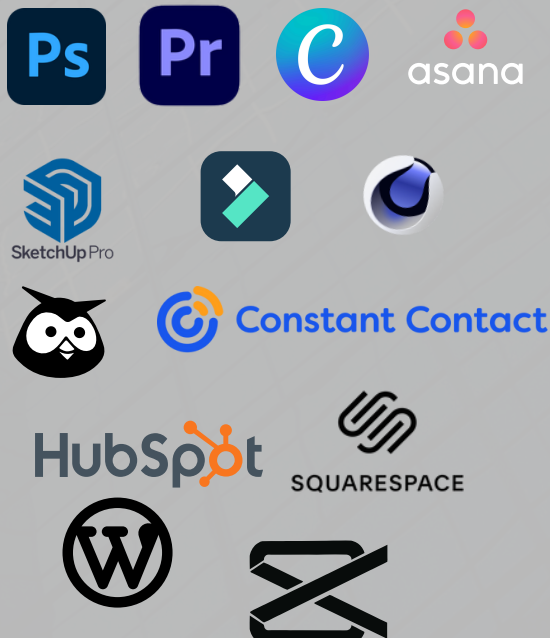
KEVIN DE VERA

Whatsapp: +639694169781
Email: deverakevins@gmail.com

SKILLS

- Design Skills
- Website Design and Maintenance
- Digital Marketing
- Social Media Marketing/Management
- Video Editing
- Insurance Eligibility
- Proficient in using Google Suite apps and Computer Literate
- English communication skills and basic **Japanese** language in verbal and written

TOOLS



PROFESSIONAL SUMMARY

I am highly motivated and results-driven professional with a diverse background and a proven track record of success. My passion for this industry has driven me to continuously seek opportunities for growth and development, making me a versatile candidate for a wide range of job roles.

WORK EXPERIENCES

The Orgasm Clinic/MAUPHC

Social Media Manager/Video Editor/Virtual Assistant

May 2023 - March 2025

- Created contents for social media (Instagram, Facebook and Youtube) Helped the practice to gain more visibility and get more patients
- Scheduled posts by the use of Hootsuite and socialplanner
- Created the website for the clinic using squarespace
- Arrangement of clinical records
- Processing payments with the use of Rectangle health and Swipe simple
- Confirming patient appointments via email and calls using ring central
- Checked for patients Insurance Eligibility in Availity, UMR, UHC, Medicare and etc
- CRM Manager

Urology Unbound

Executive Assistant

May 2023 - March 2025

- Social Media Marketing/Management
- Travel planning
- Funding Strategy
- Email Marketing, Social Media management and marketing
- crafting marketing strategies for Facebook ads and linkedin
- Content Creation (IG, Twitter, Linkedin, Youtube)
- Website Development (Wild Apricot, Wordpress, Squarespace)
- Newsletter Content Creation
- Schedule email blasts using hubspot and constant contact
- create website landing pages for events
- Webinar Scheduling
- Brochure/Poster/Flyer making
- Video editing (short form, long form, marketing, tutorials, website navigation etc.)
- Contents for social media
- Thumbnail design

EDUCATION

Business Virtual Assistant Certification Training

2023

Technical Drafting

2014

Kor-phil IT Institute

Business Administration Major in Entrepreneurship
Bulacan State University

2011-2014