

JASPER RAMOS

VIRTUAL ASSISTANT

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PROFILE SUMMARY

Dependable aspirant offering diverse skills and initiative, eager to obtain more industry experience, Committed to attain organizational goals by contributing to the overall mission of the company, Adept at process streamlining and delivering continuous improvement initiatives.

PROFESSIONAL SKILL

- Notion
 - Proficient in MS Office tools
 - Expert in Canva
 - Hootsuite, Metricool
 - WordPress, WIX, and Click Funnel
 - Creative Thinking
 - Basic Html, CSS, and Python
 - Slack and BaseCamp
 - CapCut
 - Email Management
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EDUCATION

2023	Programming
Certificate	Brighan Young University Pathway

WORK EXPERIENCE

SOCIAL MEDIA MANAGER

- Develop a social media content calendar: Create a monthly plan for social media posts, including the type of content (photos, videos, articles), the platform (Facebook, Instagram, Twitter), and the timing of posts.
- Engage with followers
- Monitor social media analytics
- Manage social media advertising campaigns
- Stay updated on social media trends