

Jasper Ramos

PROFILE

Hi! This is Jasper. I've been working in the Social Media Management field for 2 years. I have managed and created content, engaged with audiences, and developed strategies for various social media platforms, also editing photos and videos. My experience includes roles such as Virtual Assistant, Social Media Manager, and Lead Generation.

EXPERIENCE

Admin Management

April 2022- December 2022 (8 months)

- I handle emails and messages accurately, manage calendars, and schedule appointments efficiently. I prepare and proofread letters, reports, and presentations. I'm proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite, and use Calendly for appointments.

Social Media Marketer/ Lead Gen

December 2022 - June 2023 (6 months)

- I identify potential customers through research and various online tools, building and maintaining a database of leads. I generate leads through outbound emails, social media outreach, and manage inbound inquiries from marketing campaigns.

Funnel Builder/Form Builder

March 2023 - July 2023 (4 months)

- In my role as a funnel builder, I design and optimize sales funnels to guide potential customers through the buying process. This includes creating landing pages, opt-in forms, sales pages, and thank-you pages, as well as developing persuasive copy and engaging content for each stage of the funnel. I use clickfunnels

Social Media Manager

March 2023 - June 2024 (1 year & 1 Month)

- As a social media manager, I create and manage content across various social media platforms to boost brand awareness and engage with the audience. My role involves developing strategies, scheduling posts, and analyzing performance metrics to optimize our social media presence and drive business growth.

Graphic Design / Video Editor

March 2023 - June 2024 (1 year & 1 Month)

- I specialize in graphic design and video editing using Canva and CapCut. I create visually appealing graphics and engaging videos to enhance content and support various digital marketing efforts.



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SKILLS

- Creating graphics using Canva
- Editing videos using CapCut
- Designing and optimizing sales funnels
- Identifying potential customers through research and online tools
- Creating and managing content across various social media platforms

EDUCATION

OC College 2021-2022
Information Technology

BYU Pathway Online 2022-2023
Programming

BYU, Idaho 2023 - 2024
Website Development

CERTIFICATIONS

FreeCodeCamp Web Design

Programming

Character Reference

- Name - Kendall Barrientos -
09918522314 (Executive Assistant)
- Name - Alliah Jazel De Jesus -
09631227568
(Admin Assistant)