

## Robinson Burgos, Virtual Assistant

Marketer and graphic designer with one year of experience who has worked on several branding projects for SMEs. Organized, detail-oriented, and a self-starter dedicated to increasing sales by providing customers with careful consideration and support, contributing with communication and sales skills.

### Employment History

#### Social Media Manager at Vesta Gaming, Cartagena

April 2021 — December 2021

- Remained up-to-date about the latest social media technology and platforms.
- Planned and implemented social media campaigns.
- Designed branding and re-branding for social media pages
- Developed materials for marketing including content for social media pages

#### Graphic Designer at Burgs Media, Cartagena

April 2021 — November 2021

- Successfully completed several freelance Graphic Design jobs with a strong customer satisfaction rate.
- Assisted in the creation of graphic materials for the use of the marketing department.
- Greeted clients and handled correspondence between the designer and clients.

### Certificates

#### Fundamentals of Content Marketing at SEMRush Academy

January 2022

#### Fundamentals of Digital Marketing at Google Activate

October 2021

#### Digital Marketing at Hubspot Academy

January 2022

### Skills

Fast Learner

Leadership

Ability to Multitask

Effective Time Management

Communication Skills

Ability to Work in a Team

### Languages

 **Spanish** Native speaker

 **English** C1