

DARREL AUSTERO

F R E E L A N C E R



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📍 Lutao, Bacong Neg. Or.
Philippines

PROFILE

I am a qualified and professional freelancer with five years of experience in customer service. Also, I have experience as a real estate virtual assistant and a WordPress web developer. Strong creative and analytical skills. Team player with an eye for detail.

SKILLS

- Customer Service
- Social Media Management
- Photo and Video Editing
- WordPress Web Development
- Project Management Tools
- Strong Communication

EXPERIENCE

WORDPRESS WEB DEVELOPER

Freelancer

2021- Present

- Create and design WordPress websites. Setup and activate plugins, do system integration and make progress reports.

REAL ESTATE VIRTUAL ASSISTANT

Jason Pugao Keller-Williams

2020- 2021

- Edit photos of listings, create marketing emails in mailchimp, post listings in social media platforms, create engagement posts in social media platforms.

CUSTOMER SERVICE REP

CONVERGYS

2014-2019

- Assist customers through phone channel.

EDUCATION

SECONDARY SCHOOL

San Miguel National High School
1998 - 2002

DIPLOMA OF TECHNOLOGY

Negros Oriental State University
2002 - 2005

CHARACTER REFERENCE

Carlston Grefalde - WebDeveloper

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