

EZRA LIGAN

Project Manager

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ABOUT

I am a natural leader with extensive experience in Digital Marketing, Website Development, Teaching and Mentoring with strong Information Technology skills and fluency in English.

EXPERIENCE

UPUGO (UK COMPANY)

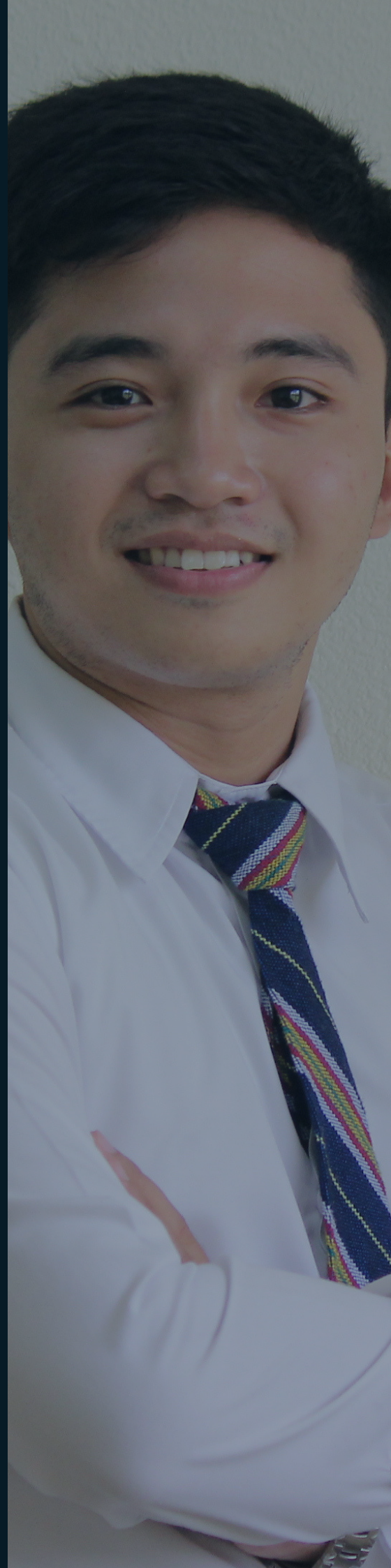
Project Manager | May 3, 2018 – Present

- Manage an entire team consist of 12 people.
- Delivers and plan projects.
- Lead and manage SEO team, Website development team and Social media team.
- Expert in using Basecamp- a Project Management and team communication software
- Expert in using SEO Profiler
- Interprets and reads Data in GOOGLE ANALYTICS to deliver a report in client meetings.
- Meet with Key Account Clients through skype and phone call in Weekly Basis.
- Assure the quality of contents, website development and keywords for website optimization.

KELLER WILLIAMS (IDAHO)

Executive Virtual Assistant | January 2018 – May 2018

- Customer service and technical support.
- Property and Project Management using Brivity, Zoho, Talent LMS.
- Coaching call transcription.
- Prepare coaching materials.
- Data Mining.



EXPERIENCE

ACEVA (PAMPANGA PHILIPPINES)

Wordpress Developer | December 2017 – January 2018

- Create a Wordpress website using Themify Theme
- Parallax Website
- Upload and update website from local to live server using Filezilla

FORTE PROPERTIES GROUP (NORTH CAROLINA)

Executive Virtual Assistant | July 2017 – January 2018

- Property Management using Buildium
- Customer service and technical support
- Data Entry , Admin Assistant , Eviction Letters

JJED PHILS. INCORPORATED (MANDALUYONG PHILIPPINES)

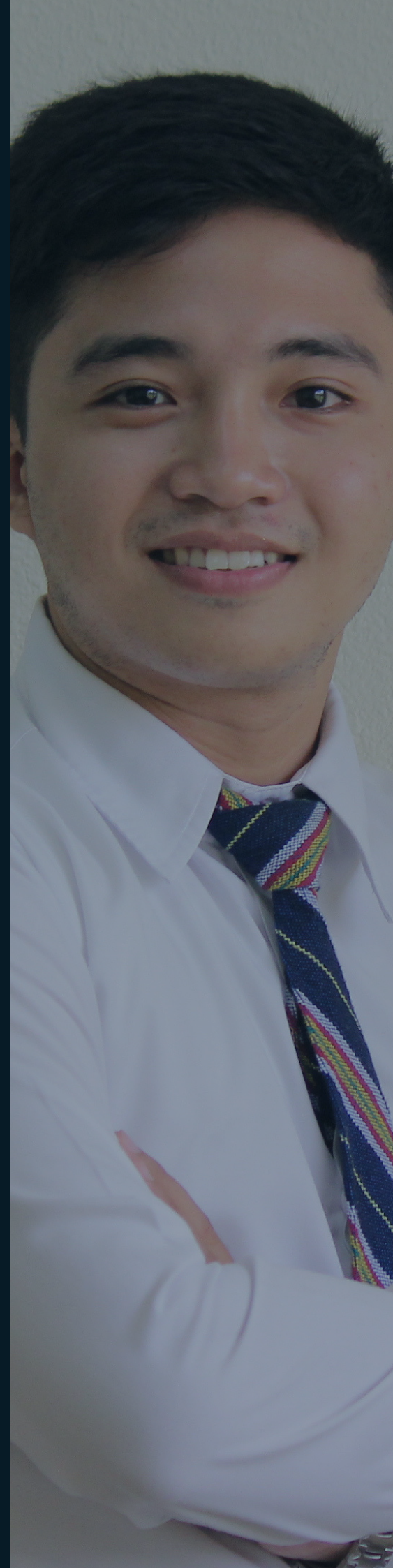
Sales Account Executive | January 2017- July 2017

- Conduct daily sales coverage on the assigned area
- Maintain and grow network at all levels for assigned accounts.
- Collaborate with other departments to drive sales, provide client solutions and exceed client requirements for assigned accounts.
- Make a creative thorough sales calls, follow ups and pitches to assigned accounts on weekly basis.
- Schedule after sales visit for the existing clients.
- Communicate presentation decks, trade marketing material, research and other resources to assigned accounts.

ORION DISTRICT OF THE CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS IN THE PHILIPPINES, INC.

District Executive Secretary

- Assists and supports the District in every needed aspect
- Deals with a wide variety of travel and finance issues
- Excellent in Power Point presentations and other meeting plans.
- Competent in all Microsoft Office Software, and LDS applications, including People Soft, MSR Reports, Church Scheduling and many more.
- Recognized as a trainer for other office staff
- Implemented an IT support system and solved many technical issues



EXPERIENCE

PHILIPPINES NAGA MISSION - THE CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS IN THE PHILIPPINES

Full Time Missionary | November 2013 – November 2015

- Trained a new missionary to learn new language and familiarize the area for 3 Months.
- Worked as a district leader. Trained 12 Missionaries for 4 Months, Send reports and progress of the missionaries to the mission President on a weekly basis.
- Worked as a Zone leader. Trained a whole zone on a monthly basis which consist of 24 Missionaries, Conduct and prepares reports every month and send it to the Mission President.

EDUCATION

AMA UNIVERSITY

*Bachelor of Science in Computer Science
2018*

PHILIPPINES MISSIONARY TRAINING CENTER

November 2013 – December 2013

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES (BATAAN)

*Bachelor of Science in Electronics and Communications Engineering
2013*

CHARACTER REFERENCE

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