

# John Emmanuel S. Menor

## *Multi-Skilled Virtual Assistant*

✉ [azjohnemmanuel@gmail.com](mailto:azjohnemmanuel@gmail.com) ☎ +639-532-703-993 🌐 <https://jemxi.github.io/ImEmm/>

Hi there! I'm John Emmanuel S. Menor, your go-to multi-skilled Virtual Assistant. I'm eager to support busy professionals by helping them stay organized and making their day-to-day tasks easier. Whether it's managing social media, designing websites, setting up online courses, or handling administrative tasks, I bring efficiency and creativity to the table.

## TRAINING/CERTIFICATES

### General Virtual Assistant Mastery Course Your Best Virtual Assistant

*(July 2025 - August 2025)*

- Social Media Management – I've learned Content creation, scheduling, engagement strategies, and analytics tracking.
- GoHighLevel Fundamentals – I've familiar myself with CRM basics, automation setup, and client workflow management.
- Lead Generation – I've done prospect research, data entry, compiling lead lists, and cold outreach strategies.
- Executive Virtual Assistance – I've learned how to manage executive calendars, scheduling meetings, trip planning, and organizing itineraries.
- Administrative Work – I've done email management, file organization, data entry, and customer support tasks.
- Canva for Social Media – I've practice designing professional graphics, social media templates, and marketing materials.

## Education

### Our Lady of the Sacred Heart College of Guimba, Inc.

*Present*

- Information Technology (Web Development, Database Management, Graphic Design)

### Ramos National High School- Ramos, Tarlac

*2017-2022*

- Information Communication Technology (Graphic Design)

## Skills

- Administrative Works
- Funnel Building
- Graphic Designs
- Social Media Management
- Problem-solving
- Creativity
- Time Management
- Eye for Detail