



GERONIMO NICOMEDES

Virtual Assistant | Social Media Manager |
Aspiring AI Automation Specialist

CONTACT



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Bautista, Pangasinan,
Philippines



ABOUT ME

I automate repetitive business tasks using AI and smart systems, turning hours of manual work into minutes. With 3+ years managing social media and content operations, I build solutions that handle everything from organizing thousands of files to tracking team performance automatically.

Let's talk about your Project/ Task insight and let's see if we are fit to work together

EDUCATION

Associate in Computer Technology
University of Perpetual Help System – 2016



EXPERIENCE

Caption Maker & Scheduler – Manager

888 Media LLC

Apr 2024 – Jan 2026

- Make Captions out from Scratch
- Generate Captions base from the Content Provided
- Maintain content calendars to plan when posts go live throughout the week or month

Telegram Assistant

AROA Agency

Aug 2023 – Sept 2024

- Collaborations with other Assistants
- Scheduling and Posting of Social Media Imagery
- Updates and Monitor Followers/Subscribers count in daily basis

Graphic Designer

The Living Center

Jul 2023

- Tasked to make graphic for Social Media and Website.
- Edited editorial photos for clients, products, infographics, and social media posts.
- Create content on a social media

Logo and Banner Editor

Pricedo

Mar 2023 – Apr 2023

- Organizes Social Media and Tweet posts.
- Boost Twitter account followers and engagements
- Keep tracks on twitter accounts groups.
- Modify and Update Google Sheets Data.

Twitter Virtual Assistant

YDW-LLC

Feb 2023 – Jul 2023

- Organizes Social Media and Tweet posts.
- Boost Twitter account followers and engagements
- Keep tracks on twitter accounts groups.
- Modify and Update Google Sheets Data.



SKILLS

- Data Entry
- Google Apps Script
- Social Media Scheduling
- Task Automation
- Admin Tasks
- Google Sheets
- Community Management
- Prompt Engineering & AI Orchestration