



GERONIMO NICOMEDES

Virtual Assistant | Social Media Manager | Aspiring AI Automation Specialist

 **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-II C

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

EDUCATION

Associate in Computer Technology

University of Perpetual Help System - 2016