

JOCHRISTI F. QUIÑANOLA

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WORK EXPERIENCE

- Freelance Video Editor** **Jul 2020 - Present**
- Edited videos in different formats for all social media platforms (e.g YouTube, Facebook, TikTok, Instagram, LinkedIn, etc.)
 - Created marketing videos, Youtube intros and logo intros
 - Uploaded videos to various platforms for clients.
 - Designed thumbnails, channel banners and logos.
 - Researched and implemented tags, keywords for Youtube channel and video SEO.
- Executive Virtual Assistant, Top Virtual Staffing Solutions, LLC, (US-based)** **Mar 2020 - Apr 2021**
- Managed calendars and schedules of CLO
 - Drafted emails and followed up for networking events
 - Edited YouTube videos
 - Managed social media accounts
 - Facilitated meetings with potential clients
 - Trained new hires
- Sales and Marketing Assistant, Wizard Manpower and Allied Services, Inc.** **Mar 2017 - Feb 2018**
- Planned and executed marketing events
 - Maintained good connections with local suppliers
 - Assisted clients with their inquiries and document filings
 - Proposed marketing strategies for future marketing events
- Administrative Assistant, DSWD Field Office VIII (Government office)** **Jun 2015 - Dec 2015**
- Assisted in the development and packaging of Information, Education and Communication (IEC) materials
 - Assisted in the conduct of advocacy materials
 - Drafted press releases and other articles about National Household Targeting Office (NHTO)
 - Performed other related tasks and functions as may be assigned by the Regional Project Manager

EDUCATION AND INTERNSHIPS

Bachelor of Arts in Communication Leyte Normal University Tacloban City, Philippines	8 Magazine Oct - Nov 2013	Love Radio Aug - Sep 2013
	Leyte Samar Daily Express October 2013	Radyo Diwa Aug 2013
	Department of Agriculture Region VIII Sep - Oct 2013	PRTV 12 Tacloban Jul - Aug 2013

ADDITIONAL INFORMATION

- **Eligibility:** Second Level (Professional) Civil Service Eligibility
- **Major Award:** Pinoy Media Congress 1st Place Winner in the PSA Category (National Level)
- **Volunteer Works:** Volunteered for more than 2 years for a non-profit organization (Gawad Kalinga) aiming to lessen families in the poverty line. Presently, volunteering in teaching people about the truths in the Bible (7 years).