

# Jochristi F. Quiñanola

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## Education:

**Leyte Normal University**  
**Bachelor of Arts in Communication**  
Tacloban City, Philippines  
2010-2014

## Internships:

|        |  |
|--------|--|
| Intern | <b>PRTV 12 Tacloban</b><br>July-August 2013                                |
| Intern | <b>Radyo Diwa</b><br>August 2013   |
| Intern | <b>Love Radio</b><br>August-September 2013                                 |
| Intern | <b>Department of Agriculture<br/>Region VIII</b><br>September-October 2013 |
| Intern | <b>Leyte Samar Daily Express</b><br>October 2013                           |
| Intern | <b>8 Magazine</b><br>October-November 2013                                 |

## Eligibility:

**Civil Service Eligibility**  
Second Level (Professional)  
August 12, 2018

## Achievements:

|               |  |
|---------------|--|
| February 2012 | <b>Largabista Film Festival 2<sup>nd</sup> Place<br/>Winner (Short Film Category)</b><br>University of the Philippines<br>Tacloban City, Philippines |
| February 2013 | <b>Pinoy Media Congress 1<sup>st</sup> Place<br/>Winner (PSA Category)</b><br><b>National Level</b><br>ABS-CBN Inc.<br>Manila, Philippines           |
| March 2013    | <b>Dayao Awards Awardee</b><br>Leyte Normal University<br>Tacloban City, Philippines   |
| May 2014      | <b>Service and Cooperation Awardee</b><br>Leyte Normal University<br>Tacloban, City  |

## Core Skills:

- Video Editing using Adobe Premiere Pro
- Specialized editing medical and real estate Videos
- YouTube Channel Optimization
- Edits green screen videos
- Edits Faceless videos
- Thumbnail creation
- Channel Banner creation
- Expert in Slack, Asana, Skype and ZOOM
- Adept in using tools like VidIQ, Canva, LastPass, Squarespace, Gsuite, and Loom
- Well-versed in Kajabi
- Handling administrative and clerical duties

## **Working Experience:**

### **Top Virtual Staffing Solutions, LLC (US-Based)**

*Executive Virtual Assistant*

March 6, 2020- Present

#### **Job Description:**

- Manages calendar or schedule of the CLO
  - Attends meetings and events with CLO
  - Drafts emails and follow up for such networking events
  - Edits and improves YouTube videos
  - Manages social media accounts
  - Facilitates meetings with potential clients
  - Trains new hires
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### **Wizard Manpower and Allied Services Inc. (Philippine-based)**

*Sales and Marketing Assistant*

March 13, 2017- February 28, 2018

#### **Job Description:**

- Worked as team along with local marketing teams
  - In charge of executing setup for marketing events
  - Searched for required suppliers and maintained connections
  - Assisted team lead in supplier management – coordination, delivery, documentation payment
  - Assisted in coordinating with LGU's and other organizations in the community for marketing events as well as compliance
  - In charge of setting up and supervising marketing materials
  - Ensured all marketing materials are up to date
  - In charge of timely updates to team lead and Head Office team
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### **Department of Social Welfare and Development Field Office VIII (Government Office)**

*Administrative Assistant III*

June 15, 2015-December 31, 2015

#### **Job Description:**

- 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
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### **Gawad Kalinga Eastern Visayas (Philippine-based)**

*Mission Volunteer*

August 12, 2014-May 29, 2015

#### **Job Description:**

- Facilitated values formation to the GPTA officers and parents of the beneficiaries of Kusina ng Kalinga (hunger mitigation program)
- Facilitated and planned an entire event (Bayani Challenge)
- Drafted letters for municipal mayors, barangays captains and school officials
- Attended and conducted meetings with mayors, board members, barangay officials and school officials