

# JOCHRISTI F. QUIÑANOLA

**Address:** Sitio Tawaan, Brgy. Santo Niño, Malabuyoc, Cebu  
**Phone:** +63 936 603 0309  
**Email:** jochristiquinanola.gk@gmail.com  
**Website:** [jquinanolagk-gk.github.io/jox\\_portfolio/](https://jquinanolagk-gk.github.io/jox_portfolio/)

## 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 2020 - Jan 2021**
- 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

<b>Bachelor of Arts in Communication</b> Leyte Normal University Tacloban City, Philippines 2010-2014	<b>8 Magazine</b> Oct - Nov 2013	<b>Love Radio</b> Aug - Sep 2013
	<b>Leyte Samar Daily Express</b> October 2013	<b>Radjo Diwa</b> Aug 2013
	<b>Department of Agriculture Region VIII</b> Sep - Oct 2013	<b>PRTV 12 Tacloban</b> 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).