



JEFREY VILLANUEVA

VIRTUAL ASSISTANT ADMINISTRATOR SOCIAL MEDIA MANAGEMENT

CONTACT



jefrey.villanueva.ph@gmail.com



+63 915-808-2159



Iloilo City , Philippines



[My Portfolio](#)

SKILLS

- Versatile and adaptable in any work environment
- Commercially aware and goal-driven
- Quick learner and proactive problem solver
- Effective communicator with strong teamwork skills
- Capable of handling high-pressure situations with confidence
- Possess extensive experience working with a diverse range of software and applications.

Experienced professional with 8 years in Office Administration and Information Technology, and 5+ years as a Virtual Assistant specializing in Digital Marketing. Versatile, commercially aware, and quick to acquire new skills, supported by an NZQA Level 7 IT qualification and extensive international experience.

RELEVANT EXPERIENCE

BOOKING CENTRE ADMINISTRATOR

Taranaki District Health Board | Oct 2019 - July 2022

- Scheduled and managed patient surgical bookings, liaising with surgeons and nursing staff to ensure seamless coordination.
- Process patient referrals, approvals, and triaging, improving operational efficiency within the department.

GENERAL VIRTUAL ASSISTANT | SOCIAL MEDIA CONSULTANT

SGY Interactive | Apr 2015 - January 2018

Project base Clients from UK & US

Jan 2015 - January 2019 & October 2022 - December 2024

- Managed digital marketing efforts, including social media management, email marketing, and website optimization.
- Tracked and improved marketing conversion rates, coordinated campaigns, and developed strategies to drive traffic and increase engagement.
- Amazon & Walmart Product Sourcing & Purchaser
- Invoice Gathering
- Business Development, Developing Automation to simplify and improve workflow
- Database Management and Data Entry
- Social Media Outreach and Lead Generation

APPS & SOFTWARE

- Microsoft SQL, PostGRE SQL
- MS Office Suite
- Google Spreadsheets, Doc, Form
- Hubstaff, Time Doctor
- Slack, Asana, & Trello
- Zoho CRM
- Adobe Photoshop & Fireworks
- Visual Studio Code
- Otranscribe
- Amazon ACX, & Scrivener
- Zoom, Skype, & Microsoft Teams
- Amazon Seller Central
- GHL (Online Workshop Course)
- Xero
- AWS Sendl, & Maropost
- Hootsuite
- Facebook Business Manager
- WordPress
- LinkedIn
- Canva
- ChatGPT
- Toggle (Time Tracker)
- VM Virtualbox & VPNs
- LinkedIn Recruiter
- Airtable
- Make Integromat and Zapier

SYSTEMS ADMINISTRATOR - SYSTEMS GROUP

Queen City Development Bank | May 2013 - Feb 2015

- Monitored and maintained system performance, providing technical support for ATM infrastructure and desktop systems.
- Managed database updates, system access permissions, and prepared financial reports including ATM reconciliation.
- Booking Keeping and Ledger Data Entry

TECHNICAL OFFICER – MIS DEPARTMENT

Great Foods Concept / Waffletime Inc.

September 2023 - Feb 2024

March 2009 - March 2012

- Delivered hardware and software technical support, ensuring minimal downtime for business-critical systems.
- Collaborated with operations management to train restaurant managers on new systems and software, enhancing operational efficiency.

EDUCATION BACKGROUND

BACHELOR IN SCIENCE INFORMATION TECHNOLOGY

Saint Paul University Iloilo

- Specialized in Database Programing

REFERENCE: AVAILABLE UPON REQUEST

Links: Click below for My Portfolio



My Portfolio:
<https://jsvfreelancer.github.io/myportfolio/>