

CHARLES JUDD TORCULAS PESERLA



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Prk. 9 Nangka, Consuelo
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CONTACT INFORMATION:

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Skype ID : live:jcpeacerla

PERSONAL INFORMATION

Nickname : JC
Gender : Male
Birthday : December 29
Nationality : Filipino

ADVANCED SKILLS:

112-HOUR Virtual Assistant Training and Coaching Program at QuickDesk Virtual Solutions.

Certificate of Training Completion for Each Course:

Course 1:

Introduction to Computers and MS Word : Learn different Software Types, Created Folders, Applied MS Word and Google Suites.

Course 2:

Photo Editing : Applied Adobe PhotoShop and Canva

Course 3:

Social Media Marketing and Management : Created Social Media Accounts and Applied Different Techniques in Social Media Marketing particularly Facebook, Twitter, and LinkedIn. Applied different tools in Social Media Management such as Post Planner, HootSuite, and MeetEdgar

Course 4:

Search Engine Optimization : Applied different strategies in Off-Page SEO such as Quora, Reddit, StumbleUpon, DropMyLink, Directory Submission, Social Media Marketing, Article Submission, and Blog/Forum Commenting. For On-Page SEO, we applied correct keywords/tags, Title, Content and Picture optimization.

Course 5:

Video Editing : Created videos using Camtasia v9

Course 6:

WIX Web Design : Created Portfolio Website in WIX

Course 7:

WordPress Web Design : Created Blog Website in Wordpress, installed Divi Theme, Facebook like box and Social Media Icons plugins, add new posts and pages, created Menus and customized Home page.

Course 8:

Email Marketing : Created Email Campaign using Mailchimp, connect Mailchimp to Wordpress, and build Pop-Form using Bloom plugin.

Course 9:

Administrative Assistance : Applied different tools in Administrative Assistance such as LastPass, DropBox, OneDrive, GoogleDrive, Google Calendar, URL shortener, file converter, file compression, screen recorder, Wordpress for Blog Management, MS Powerpoint, Asana, Trello, and Basecamp for Project Management.

Course 10 :

Building An Online Portfolio and Guiding on How to work Online : Created an Online Portfolio in OnlineJobs.ph, Upwork.com, and LinkedIn.com

Course 11 :

Communication Skills Training : Grammar, Interview Tips, and Mock Interview

Course 12 :

Internship : Learned different tools and techniques in **Lead Generation and Product Sourcing**

128-HOUR Web Development Training at QuickDesk Virtual Solutions.

Course 1:

Front-End Web Development : Coded with HTML, CSS, and JavaScript.

Course 2:

Front-End Web Development : Learned the basics of PHP.

EDUCATIONAL BACKGROUND:

Junior High School Completer

School: Philsaga High School Foundation, Inc.

Address: Bayugan 3, Rosario, Agusan del Sur

Privilege: Sports Writer and Two-year Editor-in-Chief for School Publication

Coverage: June 2015 to March 2019

Senior High School Graduate

School: University of Mindanao, Digos College

Address: Jose Abad Santos St, Digos City, Davao del Sur

Strand: Technical-Vocational-Livelihood, Information Communication and Technology

Privilege: Staff Member for Yearbook Publication, Sports Writer for School Publication

Coverage: June 2019-Present

TRAININGS :

112-hour Virtual Assistant Training

3-day Training for Campus Journalism

2-day Seminar: Introduction to Robotics

128-hour Web Development Training

SKILLS :

- Photo Editing
- Social Media Management
- Social Media Marketing
- Search Engine Optimization (On-Page)
- Word Processing
- Spreadsheet

- Presentation
- Content Writing
- Sports Writing
- Proofreading
- News Writing
- WordPress
- Wix Web Designing
- Web Development
- Video Editing

SAMPLE PORTFOLIO

kaloy-dia.github.io/CharlesJuddPeserla

ONLINE JOB EXPERIENCE:

QuickDesk Virtual Solutions Content Writer/Virtual Assistant

June 2019 – December 2019

iWriter Content Writer

May 2020 – Present

TechieGamers.com Contributor

February 2022 - Present

Playoholic.com Contributor

May 2023 – February 2044

PERSONAL REFERENCES:

LESINDA P. TUBALADO

Founder/VA Coach/Web Designer

QuickDesk Virtual Solutions

Contact Number : +63 948-506-5731

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LEAH O. PELIAS

VA Coach/Graphic Designer

QuickDesk Virtual Solutions

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ARMIE A. GLORIA

Customer Service Skills Training Coach

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