



# Jewel Arseneigh L. Quitalig

## General Virtual Assistant

A highly motivated and personable general virtual assistant who specializes in digital marketing and branding, guaranteed to contribute strongly with your team.

### Skills

- Research
- Strategic Planning
- Administrative Assistance
- Customer Success Management
- Outreach and Lead Generation
- Community Marketing and Management
- Email Marketing and Management
- SMS Marketing & Management
- Social Media Marketing and Management
- Content Creation & Marketing
- Graphic Design
- Photo & Video Editing
- Brand Marketing
- Web Design and Development

### Certifications

- Social Media - Content & Creative by Qureos
- Introduction to Digital Marketing by GreatLearning Academy
- The Fundamentals of Digital Marketing by Gooogle
- Digital Ad Certificate by Aleph

### Check out my portfolio

[elevatecreatives.co](https://elevatecreatives.co)

### How to reach me

[jewelarseneighlquitalig@gmail.com](mailto:jewelarseneighlquitalig@gmail.com)  
+63-926-392-9201

### Education

Saint Louis University  
Maryheights  
College  
(2022-Present)

- Bachelor of Science in Business Administration  
Major in Financial Management with Specialization in Business Analytics
- Dean's Lister

Cauayan City National High School - MAIN  
Senior High School  
(2020-2022)

- Science, Technology, Engineering, and Mathematics Curriculum
- General Average 96%
- Member of TV Broadcasting Team
- Regional Online Journalympics Qualifier

Junior High School  
(2016-2020)

- Science, Technology, and Engineering Curriculum
- Academic Achiever with Honors
- Individual Innovative Researcher
- Journalist Awardee
- Member of TV Broadcasting Team
- Regional Science and Technology Fair Qualifier
- Regional Schools Press Conference Qualifier

### Agency Experiences

SEO Virtual Assistant  
Accelerate Agency (United Kingdom)  
(Sept. 2021 - Present)

- Content Writing
- Data Analysis
- Data Entry
- File Organizing
- Managing Trainings
- Managing Emails
- Research
- Search Engine Optimization
  - Head Term Keyword Research
  - Page Level Keyword Research
  - Content Brief Creation
  - Link Inserts
  - Uploading Blogs
  - Analyzing Reports
  - Investigating Page Issues

Community Manager  
T86 Marketing (United States)  
(Apr. 2023 - Aug. 2023)

- Graphic Design
- Copywriting
- Data Cleanup
- Data Analysis
- Events Planning & Management
- Newsletter Creation
- Email Management & Marketing
- SMS Marketing & Management
- Business Analytics
- Research
- Search Engine Optimization
- Website Design & Handling

### Owner

Elevate Creatives Co. (Global)  
(Aug. 2021 - Present)

- Conducting Meetings
- Web Design & Development
- Social Media Marketing & Management
- Funnels Management
- Calendar Management
- Designing & Editing
- Data Entry