



# ROMEO OCCEÑA, JR.

VIRTUAL ASSISTANT

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San Jose, Navotas City, Philippines, 1485

## Skills & Expertise

- Data entry and file management
- Email and chat handling
- Social media content creation (Facebook, Instagram, TikTok)
- Canva and Adobe Photoshop for basic graphic design
- Scheduling and calendar management
- Microsoft Office and Google Workspace

## Education

### BS in Computer Science

Navotas Polytechnic College  
2003 - 2007  
Navotas City, Philippines

## Trainings & Interests

- Completed an online course in Social Media Management and Virtual Assistant Enhancing Career.
- Currently learning more about Virtual Assistance and remote tools.
- Enjoy learning, creating content, and helping others stay organized

## About me

I am an aspiring virtual assistant with years of experience in administrative work, data entry, social media management, and customer service. I'm looking for an opportunity where I can use my skills to support business owners, help them stay organized, and manage their tasks efficiently. I am a fast learner, reliable, and always willing to improve and grow.

## Experience

### Social Media Manager | Content Creation

BREW GARAGE CAFE | Mar 2024 - Sep 2024

- Managing the café's social media presence on Facebook, Instagram, and TikTok.
- Create and schedule engaging content (text, images, videos, and graphics) for various platforms (Facebook, Instagram, TikTok, etc.)
- Monitored social media trends and adjusted strategies accordingly to improve brand visibility.
- Engage with followers, respond to comments, messages, and reviews promptly to foster community interaction

### Loan Officer | Data Entry | Marketing Staff

123 FINANCE CORPORATION | 2017 - 2023

- Handled accurate data entry and maintained organized records.
- Processed and evaluated loan applications in compliance with company policies.
- Assisted clients with loan requirements, terms, and documentation.
- Responded to inquiries and supported marketing campaigns to attract new clients.
- Maintained confidentiality and ensured high-quality customer service.

### Finance Staff | Operations Support | Data Entry

M. LHUILLIER FINANCIAL SERVICES (PAWNSHOPS), INC. | 2014 - 2017

- Verified and processed invoices and requisitions for goods and services, ensuring accuracy and compliance with company policies.
- Managed cash requests from regional managers, ensuring timely and accurate fund disbursement.
- Prepared batches of invoices for data entry and maintained systematic financial records.
- Entered data accurately into company databases, ensuring high data integrity and up-to-date information.