



Althea Romero

Social Media Manager | Technical Support

I am actively seeking a position in my chosen field where I can apply my skills and experiences to address challenges, fostering mutual growth for both myself and the company. I am dedicated to making meaningful contributions that contribute to the overall success of the organization, while also providing opportunities for my personal and professional advancement.

Experience

2020-2021

Bentesingko (BTSM) | PH

Social Media Manager

- Became a social media manager for 3 years. The account I manage acquire more than 8,000 followers leads generate revenue.
- Part of my task is encoding sales and checking inventory.
- I am much involved in the content creation and marketing of the business. I can resolve major problems with clients.

2021-2022

K9 Mania Dog Training | US

Social Media Manager & Chat support

- Actively engaged in sales, content creation, video editing, email marketing, and executing promotional campaigns.
- Proficiently oversee my client's website management, including the creation of workflows. Specialize in developing high-performing, captivating landing pages, and utilizing surveys and forms to capture leads.
- Perform their services through chats, either via social media or the company's website. Fixing troubleshoots.

2023

Gym Members Now | US

General | Technical Virtual Assistant

- Conduct basic video editing for various platforms, including videos for YouTube shorts and TikTok reels.
- Platforms campaign editing using Canva.
- Establish social media profiles to enhance brand presence and drive sign-ups.
- Zapier, GoHighLevel, and Twilio accounts.
- Compile weekly EOD reports on relevant activities.
- Analyze social media insights and outcomes for assessment and improvement.

Trainings/Certificates:

- TESDA COMPUTER SYSTEMS SERVICING NC II
- Defensive Security and Cyber Risk
- Get Started with Jira
- Create a Project Management Tracker Using Microsoft Excel
- Working with Big Query
- How to Create a Jira SCRUM Project
- Create a Promotional Video Using Canva
- Create a Project Charter with Google Docs
- Create a Storyboard Using Canva

Contact

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Email

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Education

2019-2021

Senior High School | Science, Technology, Engineering, and Mathematics (STEM)

St. Matthew College

2021-2024

BS in Information Technology (BSIT) | 4th Year

Centro Escolar University

Skills

- Excellent time management and enthusiastic and open to learning for career advancement.
 - Goal oriented, learn things quickly, hardworking, has good sense of humor
 - Can work appropriately with groups of people, manages changes well and easily fist into any situation
 - Skilled in the utilization of diverse platforms, including Canva, CapCut, Google Workspace, Google Docs,
 - Google Sheet, Calendly, Filmora, ClickUp, Zapier, HubStaff, Photoshop, Business Suite, Facebook Ads, and more.
- Scheduling appointments and meetings for clients, and addressing inquiries through both email and phone communication.