

LANCE CAMERON

VISHTANY@GMAIL.COM | +1 876 451-8568

PROFILE

I am an experience Virtual Assistant seeking a full-time position in the field of Digital Marketing, SEO and/or Customer Support, where i can apply my knowledge and skills for continious improvement.

CONTACT

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Old Harbour Glades
Old Harbour, Saint Catherine
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PERSONAL SKILLS

- Social Media Management
- Attentive & Versatile
- Good Communication
- Multi-tasking
- Type at 40 WPM

SKILLS & ABILITIES

**Blogging, WordPress, HTML/CSS,
PHP, MS Office, SEO, Canva, Digital
Marketing, Blogging and SEM**

EDUCATION

Heart Trust NTA/VTC • 2015

Network Support Level 2

Portmore Community College • 2012

Continued Education - CSEC
English (II) and IT (I)

Saint Catherine High School • 2011

CSEC - Secondary Education
Electronic Document, Preparation &
Management (EDPM) (II), Human and
Social Biology (II), Office Admin. (II),
Caribbean History (III) and Social
Studies (III)

EXPERIENCE

The Hubmark Company,

Dec 2021- current

Information & Communications
Designer

The Hubmark Company,

Nov 2021 - Dec 2021

Assistant Resource and Planning
Designer

BITVoxy Network, 2016 - current

Internet Marketer, Blogger & Virtual
Assistant

Internetsolutions.hk 2017

Community Manager and Support
Agent