



San Cristóbal, Venezuela  
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## **Yosber Guerrero, Social Media Manager / Web Developer / Virtual Assistant**

Bringing forth exceptional customer service skills with an ability to communicate effectively between all departments. Experience as a website developer on WordPress, Wix. Graphic design in Photoshop. Community Manager, Content Creator. Marketing Specialist.

### **Employment History**

#### **Community Manager / Social Media Content Manager at Ascend Viral, United States, Remote**

January 2021 — November 2022

I played a pivotal role in shaping the online presence and brand image of the company. My primary responsibility was to develop and execute comprehensive social media strategies to engage and expand our online community.

I meticulously crafted compelling and tailored content across various social media platforms, including Instagram, Reddit, and LinkedIn. By conducting thorough market research and staying updated with industry trends, I consistently delivered relevant and engaging posts that resonated with our target audience.

#### **Website Designer at Bitterroot Valley Marketing, United States, Remote**

December 2022 — March 2023

In my role as a Website Designer at Bitterroot Valley Marketing, I played a vital role in crafting professional websites using platforms such as WordPress and Wix, with a strong focus on search engine optimization (SEO) optimizations.

My primary responsibility was to collaborate closely with clients to understand their unique business needs and objectives. Through thorough consultations and effective communication, I translated their vision into visually appealing and user-friendly websites that aligned with their brand identity.

Using my expertise in WordPress and Wix, I leveraged the platform's robust features and functionalities to develop customized websites tailored to meet each client's specific requirements. I ensured that the websites were responsive, scalable, and optimized for optimal performance across various devices and browsers.

A core aspect of my role involved implementing effective SEO strategies to enhance the visibility and ranking of our clients' websites on search engines. Through comprehensive keyword research, on-page optimization, and content structuring,

#### **Virtual Assistant at Volume99 Marketing Agency, United Kingdom, Remote**

February 2019 — January 2021

In my role as a Virtual Assistant at Volume99, I had the privilege of undertaking a wide range of responsibilities that directly contributed to the agency's success. One of my primary focuses was on acquiring new clients for our marketing services.

I employed a targeted approach, utilizing extensive research and lead generation techniques to identify potential clients who aligned perfectly with Volume99's offerings. By leveraging my exceptional interpersonal skills and effective communication, I engaged prospects, highlighting the agency's unique value propositions, and successfully secured new business opportunities.

A significant aspect of my role revolved around managing and curating captivating content for our clients' social media platforms. Through meticulous market analysis and comprehensive research, I developed highly engaging and tailored content that truly resonated with the target audience. By implementing strategic approaches and incorporating industry best practices, I ensured consistent growth and visibility for our clients' social media presence.

I took on the crucial responsibility of being a community manager, devising effective strategies to organically grow our clients' Instagram accounts. By fostering meaningful engagement, promptly responding to inquiries, and curating visually stunning content, I nurtured a loyal and active online community.

This not only enhanced brand awareness but also drove organic growth, bolstering our clients' online reputation.

Furthermore, I adeptly managed various administrative tasks, playing a pivotal role in maintaining the agency's seamless operations. This included scheduling appointments, organizing meetings, managing email correspondence, and handling other essential administrative duties as needed.

Through my dynamic role as a Virtual Assistant at Volume99, I actively contributed to the agency's growth by successfully acquiring new clients, creating compelling social media content, implementing organic growth strategies, and executing essential administrative tasks.

Education

**Systems Engineering, Universidad Bicentennial de Aragua, San Cristobal**

2021 — 2025

I am currently pursuing a Bachelor's degree in Systems Engineering, with an expected completion date in 2025. This program has provided me with a comprehensive understanding of the principles and practices that govern the design, development, and implementation of complex systems.

Links

[LinkedIn](#)

Skills

<b>Ability to Multitask</b>	<b>Creativity</b>
<b>Leadership Skills</b>	<b>Microsoft Excel</b>
<b>Computer Skills</b>	<b>Problem Solving</b>
<b>Fast Learner</b>	<b>Teamwork</b>
<b>Communication Skills</b>	<b>Leadership</b>



Data Entry

Microsoft Office

Customer Service

## Hobbies

During my leisure time, I actively engage in a few hobbies that contribute to both personal enjoyment and professional development. These include playing chess, continuously honing my programming skills, with a particular focus on AI and mobile app development. Additionally, I have a strong affinity for music creation and a genuine eagerness to explore various subjects that captivate my interest.

## Courses

### Tehnical Support Fundamentals at Google

2022

## Languages

☒ Spanish; Castilian Native speaker

☐ English C1

## References

### Matthew Read from Volume99

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