

ROSALIE LEGASPI DE BORJA

#283 Legaspi Village, Km. 51 Lalaan 2nd, Silang, Cavite 4118

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CAREER FOCUS

To be a vital part of an organization that encourages learning and that has a proactive working environment so that I can grow with the organization and gain valuable experience.

STRENGTHS

Friendly, enthusiastic, punctual, can work at minimum supervision.
Excellent communication skills gained through extensive interactions with public.
Computer proficient in MS OFFICE 2000 and internet research.
Recognized for reliability and "getting the job done:" through persistence a strong work ethic.
Typing skills 50-60 wpm

EDUCATION

NATIONAL COLLEGE AND SCIENCE AND TECHNOLOGY – Associate in Computer Secretarial 1999 – 2001

TAGAYTAY CITY SCIENCE AND NATIONAL HIGH SCHOOL – Secondary Education 1993 – 1997

LALAN CENTRAL SCHOOL – Primary Education 1989 – 1993

WORK EXPERIENCE

Virtual Kings

Social Media Manager

- August 26, 2019 to present
Contact Person: Jomar Encio
Website: <https://wearevirtualkings.com/>
LinkedIn: <https://www.linkedin.com/in/jomar-encio-26ba7516a/>
Facebook: https://www.facebook.com/jomar.encio?sk=wall&fref=gs&dti=383540288976700&hc_location=group_dialog

Responsibilities:

- Social Media Marketing and SEO specialists
- Content creation/content marketing
- Work closely with a marketing team to develop social media campaigns that help to achieve corporate marketing goals
- Develop monthly reports on emerging social media trends that will be submitted to the management team
- Monitor the company's social media accounts and offer constructive interaction with users
- Create methods for finding and saving online customer reviews
- Analyze the long term needs of the company's social media strategy and offer quarterly reports to the management team that outline any necessary changes to the digital marketing plan
- Engage with social media influencers
- Create social media influencer accounts
- Increase website organic traffic using white hat marketing

- Handled 10 social media accounts
- Photo editing
- Video Editing
- Adobe Premiere Pro CC
- 5mbps internet connection
- High-end personal computer Intel Core i5
- 6Gb ram / Can call any mobile/landline within the US
- Worked as a Freelancer Social Media Manager in Virtual Klings
- Worked as a Customer Service Representative for 3

IQOR PHILIPPINES Inc.

Customer Service Representative

- July 25, 2016 to April 15, 2018
- August 29, 2018 to June 15, 2019

PERSONAL DATA:

| | | |
|----------------|---|----------------------|
| Date of Birth | : | January 09, 1981 |
| Place of Birth | : | Quezon Province |
| Religion | : | Born Again Christian |
| Age | : | 237 years old |
| Nationality | : | Filipino |
| Height | : | 5'7" |
| Weight | : | 120 lbs. |
| Status | : | Married |

ROSALIE L. DE BORJA