

ROWENA GOMEZ



OBJECTIVE

To participate as a team member in a dynamic work environment focused on promoting business growth by providing superior value and service



EDUCATION

Vocational JIB 100 Hour Finishing Course (seminar)

Computer Science (USEP) (2008-2010)

Bachelor of Science in Nursing (SPC) (2004-2007)



EXPERIENCE:

(123Employee)

- ✓ Internet Marketer/Virtual Assistant/ Telemarketer
(April 2011 to April 15, 2012)

Internet Marketer:

- ✓ Maintain social media sites of clients. (facebook, twitter, linkedin)
- ✓ Creates and maintains Facebook fan page and optimize fan invitation.
- ✓ Set-up Social Media Accounts (Facebook, Twitter, LinkedIn, Youtube)
- ✓ Manage and update Social Media Accounts
- ✓ Manage your Blog (Basic WordPress Skills)
- ✓ Research topics for Twitter and facebook postings.
- ✓ Maintains wordpress and blogspot blogs.
- ✓ Research blog entries of varied topics.
- ✓ Article Submission
- ✓ Video Submission/Image Submission
- ✓ Video Creation
- ✓ Data Entry/Encode
- ✓ Basic Photoshop

Virtual Assistant/ Telemarketer:

- ✓ Manage emails and calendar
- ✓ Appointment Setting
- ✓ Preparing Slideshows (Powerpoint Presentations)
- ✓ Database building (eg. updating email or contact lists on your CRM)
- ✓ File Management (organizing files using Dropbox etc)

TIMESHARE ACCOUNT:

- ✓ Outbound Call/Appointment Settings/Pulling out Credit Card December 2010 to April 2011

NOW Outsourcing Company

- ✓ Virtual Assistant /SEO Expert/Social Media May 07 2012 to September 2012

Real estate Home Mortgage

- ✓ (Homebase) Virtual Assistant /SEO /Social Media September 2012 – February 2013

Viss Media Company

- ✓ Executive Assistant February 2013 – January 2014

Business Coaching

- ✓ SEO/Social Media Manager January 2014 – June 2014

Pony Express

- ✓ Email Support/setting up events June 2014- January 2015

Christian Penner Home Mortgage

- ✓ (Homebase) Virtual Assistant /SEO /Social Media February 2015 – March 2016

Eve Li Business Coach

- ✓ Email Marketing March 2016 – August 2016

Giovanni Diestmann Business Coaching

- ✓ (Homebase) Virtual Assistant /SEO /Social Media September 2016 – January 2017



SKILLS

- 🚩 Detailed- oriented, efficient and organized professional.
- 🚩 With strong analytical and problem solving.
- 🚩 With the ability to make well thought out decisions.
- 🚩 Highly trustworthy, discreet and ethical
- 🚩 With 1year and till present experience in Internet marketing, Social

Media Marketing, Blogging, Telemarketing and SEO.

- ✚ With 4 months experience in outbound and top seller of the week (Timeshare Account)
- ✚ Virtual Assistant, Internet Marketer, Email Support, SEO and Social Media,
- ✚ Web Dev
- ✚ MS Office



TASK DETAILS

- Article Posting
- Blog Commenting
- Social Bookmarking & Media Submission
- Managing Social Media Accounts
- Lead Mining
- Blog Commenting
- Backlinks
- Video Submission
- Customer Support
- Email Support
- Handle Info Box Queries
- Create FB Fanpage
- Creating Sweeptakes using Woobox
- Dates Inquiry
- Update Infusion Soft
- Data Encode
- Data Entry
- Promote Product through ClickBank
- Manage Twitter
- Manage Facebook
- Manage LinkedIn

- Manage Pinterest
- Create infographics
- Accounting Staff

SOFTWARE USED



- Infusion Soft
- MailChimp
- Magic Submitter
- Sugar CRM
- Back Office
- Market Samurai
- Amazon
- Skype
- Yahoo
- Appspoint
- Hootsuite
- Tweepi
- Twitter
- Fast Cash Commission
- Fast Traffic Sniper
- Fast Traffic Magnet
- Email Blaster
- Facebook
- Click Bank
- CB Engine
- Eproperty Sites
- QuickFire Social
- Animoto
- Woobox

- Webinar GoGo
- Senuke
- Bookmarking Demon
- Social Oomph
- Evernote
- Mailchimp
- Kweek kweek
- Ontraport
- Meet up
- Event brite
- Trello
- Evernote
- Dropbox
- Buzzstream
- 1Password
- Lift
- iTunes Connect
- Manychat
- Crittercism
- Flurry
- Quickbook
- Xero



FB PAGES MANAGED

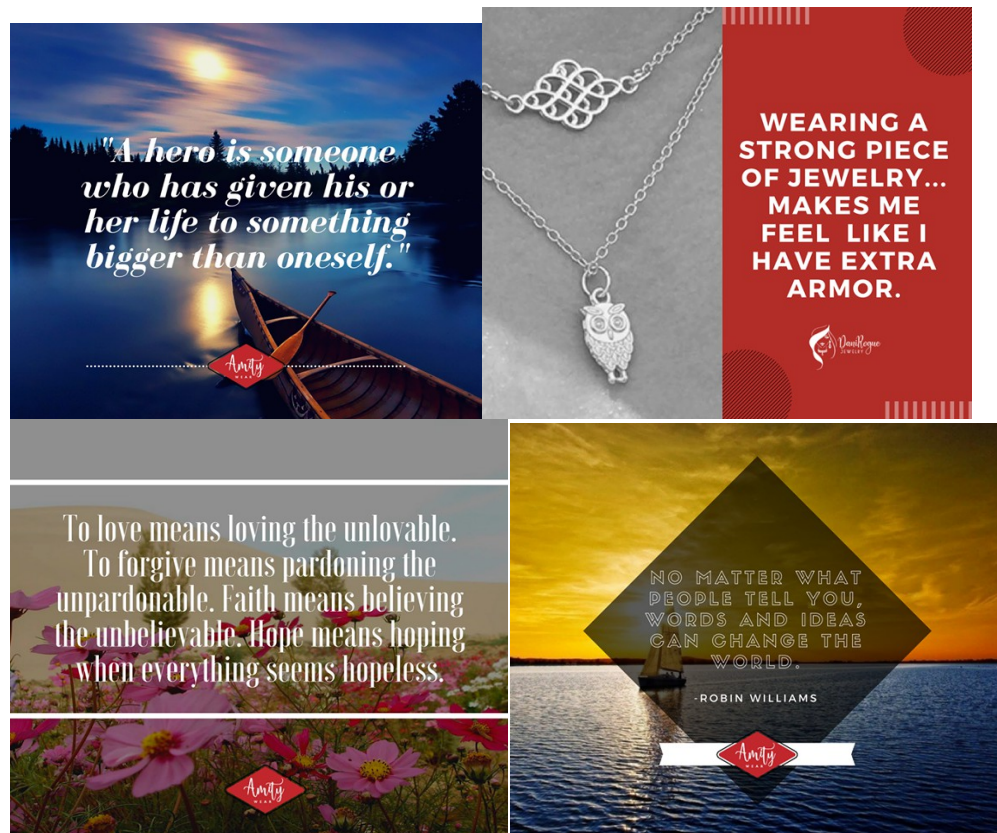
- <https://www.facebook.com/dlpresort/>
- <https://www.facebook.com/silvana.defrancis.photography?ref=hl>
- <https://www.facebook.com/juliemckenziemedium>
- <https://www.facebook.com/DLEEventGroup>
- https://business.facebook.com/ThePennerMortgageTeam/?business_id=186566855238283
- <https://www.facebook.com/WestPalmBeachMortgageBroker/>

- <https://www.facebook.com/guardianANGELtravelandtours.9248/>

VIDEOS CREATED FOR SM POST

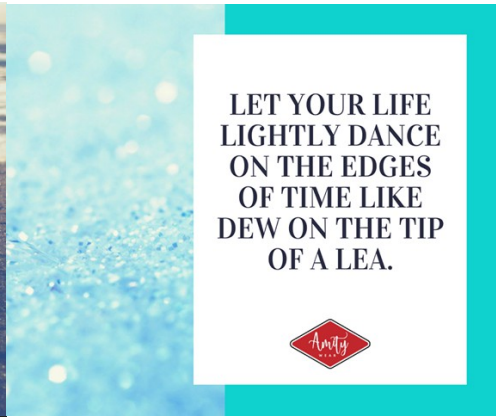
- <https://www.youtube.com/watch?v=npBacpzY8As>
- <http://www.youtube.com/watch?v=y7Waz94irCg&feature=youtu.be>
- http://youtu.be/EGNEY1VE_zw

INFOGRPAHICS





We know what we are, but know not what we may be.



LET YOUR LIFE
LIGHTLY DANCE
ON THE EDGES
OF TIME LIKE
DEW ON THE TIP
OF A LEA.



A STATEMENT NECKLACE GLAMS UP
ANY OUTFIT WITHOUT FEELING LIKE
TOO MUCH.

- TRACY REESE

