



# LHALAINE DE JESUS

Social Media Manager and Administrative Support Specialist

## PROFESSIONAL SKILLS

- Social Media Marketing
- Digital / Creative Strategy
- Data Analysis
- Project Management
- Research
- Staff and User Training
- Financial Management
- Scheduling
- Administrative work
- Customer Service

## PERSONAL SKILLS

- Exceptional communication and social media marketing skills
- The ability to work under pressure and multitask
- The ability to follow instructions and deliver results in a timely manner

## CONTACT



lhalainedejesus@gmail.com



(+63) 919 061 7362

## SOCIAL



Lhaine De Jesus



@mrsLhainedejesus



Lhalaine Thelma De Jesus

## PERSONAL REFERENCE

**Ms. Pauline Javier**

Social Media Manager, Garner's Garden  
(+63) 919 063 9832

**Ms. Grace Locsin**

Coach ,Filipino Virtual Assistance  
grace@filipinovirtualassistance.com

## PERSONAL PROFILE

Extremely motivated to constantly grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable Social Media and Digital marketing campaigns. I am also a report/dashboard developer with strong problem-solving skills and proven experience in creating and designing user-friendly report files for easy to use access and project forecasting.

## WORK EXPERIENCE

### CONCENTRIX PHILIPPINES | MAY 2009 - PRESENT

*Sr. Representative, CORP Reporting WFM | March 2013 to Present*

- Develop, Test and Maintain reports created from Excel/ Access Database.

*Client Services Assistant III. | February 2012 - March 2013*

- Provides administrative support directly to clients and to Operations team.

*Resolutions Desk Officer / Communication Coach | August 2010 - January 2012*

- Recipient of highly escalated and sensitive related calls.

*Customer Care Service Representative | May 2009 - August 2010*

- Trained to receive and make inbound and outbound calls sales and technical support calls.

## EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT

Sta. Isabel College, Manila

## TRAININGS

### • FILIPINO VIRTUAL ASSISTANCE

*Freelancing Virtual Assistance Course*

- Social Media Management
- Data Entry
- SEO
- Youtube Optimization
- Transcription
- Website Creation
- Writing and Marketing
- Lead Generation
- Email Marketing
- Appointment Setting and Calendar Management