



# Jasmin Edsil

## CONTACT INFO

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**Address**

General Santos City,  
Philippines, 9500

## PROFESSIONAL SKILLS

- Portfolio: [www.jasedsil.info](http://www.jasedsil.info)
- Administrative Support
- Project Management
- Social Media Management
- Customer Service
- Digital Marketing
- Graphic Design
- Time Management
- Adaptability and Flexibility

## SOFTWARE EXPERIENCE

- MS Office
- Google Workspace
- Notion
- ClickUp
- Buffer
- HubSpot
- Canva
- LinkedIn
- Facebook
- Instagram
- Discord
- ChatGPT

## WORK EXPERIENCE

### OUTBOUND CALLING (REMOTE)

Wisdom Debt Relief | Oct. 2023 - June 2024

- Follow up with leads regarding personal loan offer
- Customer inquiry and transfer call

### SOCIAL MEDIA MANAGER (REMOTE)

Phoenix Management | April 2022 - Sept. 2023

- increase brand awareness and engagement
- create trendy content and monitor analytics
- increase number of followers and engage

### ADMINISTRATIVE ASSISTANT (HYBRID)

Grand Line Medical Equipment Corp | Feb. 2018 - December 2021

- Office support / maintaining accurate records
- handling reports, sales and collections

## EDUCATION

### MINDANAO STATE UNIVERSITY

June 2012 - June 2016

Bachelor of Arts in Sociology

## REFERENCES

- Alex Zokaei | Manager | Discord: @alexzokaei\_90662
- Violah | HR | Telegram: @msjaycRecruiter
- Kathleen | VA | Telegram: @kathveee