

CONTACT INFO

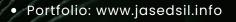


Phone +639100717123

Email jasedsil@gmail.com

Address General Santos City, Philippines, <u>9500</u>

PROFESSIONAL SKILLS



- 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
- DiscordChatGPT

Jasmin Edsil

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