

Jemmuel B. Ramillete

VIRTUAL ADMIN ASSISTANT

PROFILE

Self-directed and driven professional well-versed in carrying out various deliverables related to virtual admin assistance.

CONTACT

- 09305355566
- jemramillete@gmail.com
- Davao City, Philippines

EDUCATION

SAN PEDRO COLLEGE

Bachelor of Science in Psychology
2010 - 2014

ACHIEVEMENT

REGISTERED PSYCHOMETRICIAN

2014

TOOLS

- Canva
- WeVideo
- Vimeo
- Zoho CRM
- WordPress
 - LearnDash
- Wix
- Kajabi
- Hubspot
- ActiveCampaign
- Google Applications
- Facebook
- LinkedIn
- Instagram

WORK EXPERIENCE

VIRTUAL ADMIN ASSISTANT

Outsourced Doers

February 2021 - April 2023

- Email management and support
- Graphic design – logos, branding, marketing collaterals, YouTube banner, course certificates, thumbnails, social media content
- Video editing and hosting
- Created course portals
- CRM management
- Website management
- Sales support
- Database management

SOCIAL MEDIA MANAGER

UK-based client

January 2021 - April 2022

- Social media management and engagement
- Graphic design – LinkedIn banner, Facebook banner, image and quote content

HUMAN RESOURCE GENERALIST

EPI Phil.

May 2017 - January 2021

- Recruitment
- Compensation and benefits management
- Payroll processing
- Employee onboarding and offboarding
- Labor relations
- Administrative tasks

SECRETARY TO THE PRINCIPAL

Philippine Academy of Sakya-Davao Inc.

August 2016 - March 2017

- Managed 201 files and school records
- Prepared letters and certificates
- Took minutes of the meetings
- Reproduced test questionnaires

LABOR RELATIONS STAFF

Davao Packaging Corporation

May 2015 - April 2016

- Handled labor relations of the industrial group of companies under ANFLOCOR Group of Companies

BEHAVIORAL INTERVENTIONIST

Davao Stepping Stone Foundation, Inc.

May 2014 - May 2015

Provided learnings to adolescents and young adults with autism spectrum disorder (ASD) and attention deficit hyperactivity disorder (ADHD)