

RIEYZELLYN JALO-AG

Social Media Manager

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Upwork Link:
<https://www.upwork.com/freelancers/~0168225e967557c90f>

Caloocan City, Manila,
Philippines

EDUCATION

Bachelor of Science in Architecture

Technological Institute of the
Philippines

2015-2018
(Undergraduate)

SKILLS

Customer service skills

Google Docs, Google Sheets

Graphic Design

COMPUTER SKILLS

Marketing

Canva Pro

Instagram, Facebook,
Tiktok, Youtube

Slack, RingCentral,
Monday.com

Microsoft Office

LANGUAGE

English

Tagalog

CAREER OBJECTIVE

Social Media Manager with an expertise as Appointment Setter for about 1+years of experience creating, implementing, and optimizing social media strategy for companies and brands. Plus highly dynamic Customer Service Representative with over 4 years of experience in telephone customer service including sales, telco and customer care.

WORK EXPERIENCE

- Sep 2023- Nov 2023
LiveBuzz Studio Agency | United Kingdom (Remote)
Social Media Manager/ Talent Recruiter
Developed automated reporting Google sheets for Tiktok.
Recruiting Content Creators based in US and Canada.
Generate strategies for Content Creators to gain followers in Social Media
- May 2023- Aug 2023
Teletech | Robinson Novaliches (Onsite)
Telco Sales Representative
Sell telecommunications products and services to both individuals and companies. Sell Verizon Mobile for corporate technology and communications systems. Build market position by locating, developing, defining, negotiating, and closing business relationships. Keep abreast of current technology trends.
- January 2023
TOKSocial | United Kingdom (Remote)
Appointment Setter (Part-Time)
Responsible for identifying potential clients, reaching them on the phone, and scheduling an appointment for a sales representative for a follow-up visit, either in person or via telephone
- Sept 2022- Dec 2022
Fleethunt | Caloocan City (Onsite)
Sales Executive
- Oct 2022
Farmers Insurance | USA (Remote)
Appointment Setter/ Cold Caller (Part-Time)
- Feb 2022- July 2022
WIPRO | Quezon City (Remote)
Customer Service Representative (Health Insurance)
- May 2021- Nov 2021
TELUS | BGC Taguig (Remote)
Customer Service Representative (Uber Eats)
- Aug 2018- Oct 2020
Circalis Marketing Services | Quezon City (Onsite)
Account Executive (B2B Account)