



+639274856209



gleankjose@gmail.com



LinkedIn:
<https://www.linkedin.com/in/glean-jose-a78b4b255/>



November 19, 1993



Baguio City, Philippines

About me

A detail-oriented professional with experience in administrative support and social media management, skilled in data entry, file organization, and crafting engaging social media content. Known for organizational skills, dependability, and proactive work approach, eager to contribute to team success.

Education

Philippine Women's University

Hotel and Restaurant Services

2012–2015

Vocational Graduate

GLEAN JOSE

Virtual Assistant/Marketing Associate



Work Experience

Golden Tax Relief & IRS Trouble Solvers

Virtual Assistant/Marketing Associate (Remote)

March 2023– August 2024

- Collaborated with the CEO on various projects, including basic video editing, data entry, and file organization.
- Managed the retrieval of IRS transcripts for tax practitioners and assistants, ensuring timely delivery of sensitive documents.
- Monitored and informed practitioners of IRS alerts received by clients, maintaining effective communication.
- Organized and maintained confidential client files, ensuring data security and accuracy.
- Imported PDF files into spreadsheets for efficient data management and reporting.
- Assisted the marketing head in creating and scheduling social media posts, contributing to the company's online presence.

365BOOKSPRO Inc.

Account Executive/Lead Generation Specialist (Remote)

February 2022– February 2023

- Searched for leads' email addresses and contact numbers using Seamless AI and LinkedIn Sales Navigator.
- Sent targeted text messages and emails through WooSender and HubSpot to engage potential clients.
- Qualified cold leads, followed up with warm leads, and nurtured relationships to convert them into clients.
- Tracked leads using CRM software for detailed reports.

Converge ICT Solutions, Inc.

Field Sales Agent

April 2019– February 2022

- Promoted and sold Converge ICT Solutions' internet services to residential and business clients.
- Conducted door-to-door sales campaigns, reaching potential customers and generating new leads.
- Provided product information, answered customer inquiries, and offered customized solutions to meet their internet connectivity needs.
- Successfully closed sales and achieved or exceeded monthly sales targets.

Skills

Email Management
Data Entry
Calendar Management
Social Media Management Lead
Generation
Administrative Assistance Internet
Research
Software Proficiency

Software Proficiencies

Software Proficiencies:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Gmail)
- CRM Systems (HubSpot)
- Social Media Management Tools (Loomly)
- Graphic Design and Visual Content Creation Tools (Canva)
- Email Marketing Platforms (WooSender)
- Lead Generation Tools (Seamless AI, LinkedIn Sales Navigator)
- Basic Video Editing Software (Descript)
- Project Management Tools (Karbon)
- Data Entry and Spreadsheet Tools (Excel, Google Sheets)
- PDF Management (Adobe Acrobat)
- Back up and Recovery Tools (Datto)
- Password Management (LastPass)

Character References

Ruth Grace Ubaldo

Executive Assistant - 365BOOKSPRO Inc.
09068451475
ruthgraceubaldo@yahoo.com

Janelyn Dacudag

HR Manager - 365BOOKSPRO Inc.
09273722194
jhanedacudag2@gmail.com

Anna Faye Berto

Team Leader - Converge ICT
09152537511
fayeberto@gmail.com