

# Clyde Earl A. Duron

Cellphone: (+63) 9237302359  
Email: clydeearlduron@gmail.com  
Skype ID: live:c3e9c26db09312fb  
Current Address: Purok 1, Poblacion, Trento,  
Agusan del Sur, Mindanao



## CAREER OBJECTIVE

To obtain a virtual assistant position where I can utilize my knowledge ensuring clients are extremely satisfied with the service.

EXPERIENCES	TASKS
Full-time Digital Marketing Virtual Assistant (January 2022- January 2025)	<ul style="list-style-type: none"><li>Built marketing funnels and integrations between systems, troubleshooted any technical issues)</li><li>Scheduled social media content (Facebook Posts, Instagram, etc)</li><li>Crafted or designed digital collateral (Images for social, PDF downloadables, worksheets, imagery for online courses, etc)</li><li>Tested and scheduled email marketing campaigns</li><li>Managed online booking calendars &amp; scheduled meetings</li><li>Did data entry and file management</li><li>Did organic advertising using social media like Facebook and Instagram</li><li>Tools used (Clickfunnels, Infusionsoft, Squarespace, Planoly, Basecamp, Zoom, Canva, Mailchimp, Google, Slack, Wordpress-LearnDash)</li></ul>
Part-time ESL Tutor for Chinese and Korean students (May 2018-December 2021)	<ul style="list-style-type: none"><li>Conducted Hitalk and Daily English to L3 – L11 students.</li><li>Delivered engaging, comprehensible lectures and motivating lessons to students. Utilized learning tools in the delivery of the class.</li><li>Regularly provided students with feedback in line with the company assessment system.</li></ul>

EDUCATIONAL ATTAINMENT	
Tertiary (2011-2017)	Bachelor of Science in Agriculture Major in Crop Science: Plant Breeding Central Mindanao University Musuan, Maramag, Bukidnon, Mindanao, Philippines

SKILLS	
<b>Operational Skills</b> <ul style="list-style-type: none"><li>● Microsoft Word, Excel, and PowerPoint, Movie Maker, Basic Statistical Analysis)</li><li>● Excellent Communication Skills</li></ul> <b>Personal Qualities</b> <ul style="list-style-type: none"><li>● Positive attitude</li><li>● Adaptability</li></ul>	<b>Tools Proficiency:</b> <ul style="list-style-type: none"><li>● Canva 10/10</li><li>● Planoly 10/10</li><li>● Zoom 10/10</li><li>● Basecamp 10/10</li><li>● Chatgpt 10/10</li><li>● Trello 9/10</li><li>● Calendly 9/10</li><li>● Wondershare Filmora 9/10</li><li>● Descript 9/10</li><li>● Mailchimp 8/10</li><li>● Google Analytics 8/10</li><li>● Podia 8/10</li><li>● Clickfunnels 6/10</li><li>● Squarespace 6/10</li><li>● WordPress 6/10</li><li>● Slack 6/10</li><li>● Infusionsoft 6/10</li><li>● Photoshop 5/10</li><li>● <b>NO CRM experience</b></li><li>● <b>NO SEO</b></li></ul>

AFFILIATIONS	ACADEMIC ACHIEVEMENTS
Plant Breeding and Agronomy Student Society Member, (2014-Present)	Dean’s Lister Central Mindanao University-Bukidnon (2 <sup>nd</sup> sem A.Y. 2012-2013, 1 <sup>st</sup> sem A.Y. 2013-2014, 2 <sup>nd</sup> sem A.Y. 2013-2014)
University Seniors Students’ Council Member, (2015-Present)	
College of Agriculture Students Council Member, (2012-Present)	

OTHER ACHIEVEMENT	
Local Federation of Agriculture Students in Mindanao (1 <sup>st</sup> place) CMU Feedstuff Identification September 2015	Local Federation of Agriculture Students in Mindanao (Participant) CMU Feed Formulation September 2014

MY PORTFOLIO
👉 Click this <a href="#">link</a>