



# Riana Mae Erline Jimenez

## CONTACT INFO

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**Address**

Naga City, Philippines, 4400

## PROFESSIONAL SKILLS

- Social Media Management
- Graphic Designing
- Lead Generation
- Cold Calling
- Real Estate Management
- Sales and Retention
- Sales and Marketing
- Email Management
- Project Management
- Calendar Management
- Content Planning
- Digital Marketing

## SOFTWARE EXPERIENCE

- Asana
- Trello
- GSuite
- Google Drive
- Monday.com
- Buffer
- Calendly
- Spreadsheets
- Workspace
- Loom
- Canva
- ChatGPT

## WORK EXPERIENCE

### REAL ESTATE VIRTUAL ASSISTANT

BUILD WELLS NORTHWEST - December 2022-  
December 2024

- Creates listings and flyers on all social media platforms
- Project and email management
- Cold Caller
- Transaction Coordinator

### EXECUTIVE VIRTUAL ASSISTANT/SOCIAL MEDIA SPECIALIST

LA FASTAME CLOTHING - June 2020 - January 2023

- Checking all day appointments and schedules of the CEO
- Organizing portfolios of all possible investors
- Creates contents for all of social media platforms

### SOCIAL MEDIA SPECIALIST/GRAPHIC DESIGNER

GIGGLY BUILDS -February 2020- September 2021

- In charge of doing graphics for different clients
- In charge of doing content planning and creation for different campaigns on social media
- Responds to emails and comments on social media pages of the company

### EXECUTIVE VIRTUAL ASSISTANT

INNOVATIVES INC - June 2017 - December 2019

- Project and Email Management
- Arrange meetings and schedules of the CEO
- In charge of all the VAs who are taking calls

## EDUCATION

### POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

CLASS OF 2015

BS TRAVEL AND TOURISM MANAGEMENT

## REFERENCES

- Sheree De Luna | BuildWells  
NorthWest/Operations Manager |  
sndeluna10111@gmail.com /Phone #  
09925503792
- Osler Thompson | La Fastame Clothing /Branch  
Head | oslercarino805@gmail.com
- Monica Moralde | Giggly Builds/ HR |  
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