

JULIE CAIÑELA

DIGITAL MARKETING VIRTUAL ASSISTANT



☎ +63 916 426 9719

✉ juliecainela21@gmail.com

📍 Cebu, Philippines

PROFILE

Experienced in conceptualizing, designing and scaling digital marketing efforts for businesses. I am highly organized, efficient, competitive and able to deliver consistently high results in challenging.

SKILLS

- Web Developer
- Canva Graphic Design
- Email Marketing
- Google Analytics
- Calendar Management
- Facebook Advertising
- Admin tasks

DIGITAL MARKETING VA

Outsourced Doers Incorporation

2022 -2023

- Creates website and landing page
- Managed social media | Facebook advertising
- Monitor emails from the website and landing page
- Canva graphic design
- Admin tasks such as web research, file management, and data entry

SENIOR SALES REPRESENTATIVE

Opticon Concepts Advertising Services (On-site)

2021 - 2022

- Researching prospects and generating leads.
- Handling customer questions, inquiries, and complaints.
- Negotiate the terms of an agreement and close sales.
- Maintained and develop relationships with existing clients in person and via phone call and emails.

EDUCATION

DIPLOMA IN PROFESSIONAL EDUCATION

Mandaue City College

2017 - 2018

BACHELOR OF BUSINESS

University of Cebu

2013 - 2017

VIRTUAL ASSISTANT/ SOCIA MEDIA MANAGER

Xcel Hub (Gal220 Business Support Services)

2020

- Lead generation and Web scrapping (Yellow pages Australia)
- Importing CSV Files using Project Management Tool Airtable
- Hubspot CRM Importing contacts and Email Marketing
- Goggle Data Studio Dashboard
- Canva Graphic Design