

# JEROME GALVE

## EXECUTIVE ASSISTANT / MARKETING STRATEGIST

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Quezon City, Philippines



## EXPERIENCE

### Executive Assistant / Marketing Strategist

#### Freelancing

November 2024 - Current

- Managed executives' calendars, scheduled meetings, and coordinated appointments to optimize time efficiency.
- Assisted in managing projects by tracking progress, setting deadlines, and ensuring timely completion of tasks.
- Conducted research and compiled data to support decision-making processes.

### Sales and Marketing Specialist

#### 88VIP Ventures Corp.

January 2023 - September 2024

- Led product initiatives as the Product Lead, demonstrating expertise in the company's offerings, particularly within the FinTech sector
- Managed and directed a marketing team, overseeing digital and traditional campaigns to promote the company's business
- Organized and led negotiation efforts to establish and maintain business-to-business (B2B) partnerships
- Delivered exceptional post-sales customer support, ensuring satisfaction and strong relationships with all franchisees

### Customer Support Representative

#### TaskUs - Meycauayan

July 2022 - February 2023

- Led a team providing back-office support to a car company based in the United Kingdom; ensuring efficient operations and high-quality service
- Consistently achieved a 100% Quality Assurance (QA) score on weekly task performance, maintaining excellence in service delivery

## Freelancing

#### Private tutor

December 2018 - January 2020

- Subject area expertise in Mathematics: Elementary Mathematics to Higher Mathematics Subjects in College
- Other subject area expertise: General Physics, General Biology, General Chemistry, ICT
- Increased the average grade of students from 85+ to 93+

## EDUCATION

### Bachelor of Science in Mathematics

University of the Philippines - Diliman Campus

### Secondary Education

Caloocan National Science and Technology High School

## SUMMARY

Versatile professional with a strong background in sales, virtual assistance, digital marketing, admin support, and IT, complemented by a highly organized nature, diverse skill set, and a proven ability to grasp complex concepts in depth. Guided by an innate curiosity, I excel at analyzing and understanding processes at a fundamental level. Committed to delivering excellence, I consistently put forth maximum effort in every role and task, ensuring high-quality outcomes.

## SKILLS

### HARD SKILLS

SALES & MARKETING LEAD GENERATION

DIGITAL MARKETING VIRTUAL ASSISTANCE

TUTORING TRANSLATION SERVICES

### SOFT SKILLS

ORGANIZATION LEADERSHIP

CRITICAL THINKING ADAPTABILITY

FLEXIBILITY CREATIVITY

## LANGUAGES

ENGLISH  
NATIVE



FILIPINO  
NATIVE



DEUTSCH  
INTERMEDIATE



BISAYA  
PROFICIENT

