



GEMILE GRACE 'GEM' S. CABARIO

VIRTUAL ASSISTANT

CONTACT

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📍 Pangasinan, Philippines

PORTFOLIO AND WEBSITE

🌐 <https://gemilegracecabario.wordpress.com>

EDUCATION

Bachelor of Secondary Education

Major in General Science

June 2000 - March 2004

Don Mariano Marcos Memorial State University
(DMMMSU) South La Union Campus, Agoo, La Union,
Philippines

ELIGIBILITY: Professional Teacher

Licensure Exam for Teachers (LET) Passer

SKILLS

- Social Media Content Creation
- Brand Awareness
- Content Strategy and Data Analysis
- Graphic Design
- Video Editing
- Copywriting
- Website Management
- CRM Management
- Email Management
- Data Entry and Research
- Transcription
- SEO Strategy

TOOLS/SYSTEMS USED

- Canva
- CapCut
- GSuite
- Microsoft Office
- Asana
- Slack
- Acuity Scheduling
- Trello
- OneDrive
- WordPress
- Infusionsoft by Keap
- aXcelerate
- ChatGPT
- Otter.ai
- Calendly

WORK EXPERIENCE

ON-PAGE SEO SPECIALIST

Part-time

Jan 2024-present

- Perform website audit and evaluation
- Analyze on-page factors of the site and provide recommendations to improve its overall SEO growth and performance
- Conduct on-page optimization for search engine marketing
- Create and execute an internal link-building strategy

SOCIAL MEDIA MANAGER/WORDPRESS VA

Part Time

Jan 2023-present

- Manage social media accounts like FB, Instagram, Pinterest, TikTok, Twitter, LinkedIn and YouTube
- Manage WordPress website accounts and podcast channels
- Transcribe podcast episodes and making summaries of the transcripts
- Repurpose old content and writing blog posts
- Create engaging and visually appealing social media content
- Create and editing photo and video content using Canva, Paint.Net, Doodly, and Adobe Premier Pro
- Create and editing video reels for TikTok, Instagram, and YouTube
- Data entry and CRM management
- Project Researcher

E-COMMERCE PRODUCT RESEARCHER

Part-time (Paid-Trial)

Dec 2022 - Jan 2023

- Conducted research on potential products in Amazon USA based on in-depth market trends
- Responsible for daily product sourcing and ensured all criteria matched the product

GLOBE TELECOM INC.

Assistant Retail Manager(RETAIL EXPERT)

Oct 2014-Dec 2022

- Managed customer complaints and resolved their issues
- Set up and organized store operation schedules
- Monitored and tracked operational costs, budgets, and resources
- Created reports, analyzed, interpreted and presented data reports
- Monitored customer and client satisfaction
- Assisted with procurement of inventory and supplies

Retail Specialist

Aug 2009 - Sep 2014

- Provided the best customer service
- Handled customer transactions
- Offered and sold goods and services
- Recommended products according to the customer's needs

Customer Service Specialist

Jul 2006 - Jul 2009

- Answered inbound calls and emails
- Acknowledged and resolved customer complaints.
- Processed and kept records of customer interactions, transactions, comments, and complaints.
- Ensured customer satisfaction and provided professional customer support.

AURA VISTA MONTESSORI SCHOOL AND HIGH SCHOOL

Classroom Teacher

May 2005 - April 2006

- Adviser of a homeroom class
- Handled and taught various subject matter
- Handled and taught Kinder, Elementary, and High School

TRAININGS

- Photo and Video Editing using Canva, Capcut, Doodly, Paint.Net, Adobe Photoshop & Premiere Pro
- Social Media Marketing, Facebook Ads and Boosting
- Leads Generation, SEO, Content Creation, and WordPress
- Real Estate and CRM Management
- Amazon Arbitrage Product Research using SellerAMP and Keepa