



GERLIE GARING

VIRTUAL ASSISTANT | SOCIAL MEDIA MANAGER

◦ DETAILS ◦

Marikina
Philippines
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◦ EDUCATION ◦

Global Reciprocal
Colleges

Bachelor of Science in
Information Technology

◦ SKILLS ◦

Admin Tasks
Social Media Management
Graphic Design
Video Editing
Data Entry
Email Support
Chat Support

◦ LANGUAGE ◦

English



PROFILE

With 3 years of experience as a Virtual Assistant, I specialize in administrative tasks, customer support via email and chat, social media management, youtube management, and video editing. I excel in streamlining operations through efficient scheduling and document organization, delivering exceptional client support, enhancing online presence with strategic social media tactics, and creating engaging video content. My versatile skill set ensures comprehensive support and contributes significantly to team and project success. Let's collaborate to elevate your endeavors and achieve your goals.



EMPLOYMENT HISTORY

Web Marketing at PCHub

May 2015- October 2015

Posting product on Facebook page and website Answering questions/inquiry regarding the product thru Facebook Updating product information on the website.

Email Support at Concentrix Services Inc.

November 2015 - February 2023

Provide assistance to customers via email. Solving customer issues with their account. Promoting products and services Maintaining job knowledge Reporting to supervisors, and forwarding unresolved queries to specialists.

Social Media Manager at Buki Yuushuu LLC

January 2022- August 2022

I was responsible for content planning, conducting hashtag research, creating content and graphics, managing engagement, and video editing.

Video Editor at Black Thai Media

March 2022 - January 2023

Reviewing Podcast Cutting Irrelevant parts Creating Snippets video for upcoming podcast Creating eye-catching graphics and subtitle to a talking heads video

Social Media Manager at The Joel Insilo Story

July 2022 - April 2024

Assisted with social media management, edited and posted videos for a YouTube channel, and created short videos for Instagram Reels, TikTok, and YouTube Shorts.



Admin/Marketing Assistant at EDGE Geospatial

September 2022- June 2023

Managed a wide range of administrative and creative tasks, including file organization, client communication, data entry, content planning, and general support duties. Also handled social media management, graphic design, video editing, meeting presentations, event scheduling via Eventbrite, and email marketing through Mailchimp.



Admin | Social Media Manager at Kemboi Financial Agency

August 2023 - Present

Administrative tasks, content planning, social media management, graphic design, video editing, creating meeting presentations, event scheduling on Eventbrite, and email marketing on Mailchimp.



YouTube Manager at Tess After Hours YouTube channel

October 2024 - Present

Video creation, sourcing of memes and responsible for overseeing the strategy, content, and growth of a YouTube channel. I ensure that videos are optimized, engaging, and aligned with the brand goals. My role includes content planning, video optimization, audience engagement, and analyzing performance metrics.



Video Editor and Graphic Designer at JaytheProfessor

February 2025- Present

Assist with general tasks, help respond to support tickets, and assist with some social content.



INTERNSHIP



Social Media Management at Pinay Virtual Assistance (PVA)

December 2021



COURSES



General Virtual Assistance Training, ProVA

June 2021



SMM (In-Depth Training), ProVA

December 2021



Amazon VA, ProVA

July 2022



Graphics and Video Editing (In-Depth Training), ProVA

January 2023



Shopify Store 2023 | Guide to Shopify and Website Design

July 2023



Skillshare - Facebook Ads and Facebook Marketing

July 2023