



REA JEAN
ILAGAN

KEY ACCOUNTS MANAGER

USource

I am a seasoned virtual assistant and here's how I can help you: I have a stellar background on Administrative Support, Wordpress & Website Management, Social Media Management, Content Creation, Customer Support, Facebook Advertising & Data Analytics, and the many variations and inclusions of SEO. I come into contracts with a promise to myself as much as to the client: the project is started, upkept and finished with dedication and skill.

CONTACT ME:



Lipa City/Makati



us@usource.me

EXPERIENCES/PROJECTS

- **KEY ACCOUNTS MANAGER**
- JUNE 2016 TO PRESENT
USource
Makati Manila / Lipa, Batangas Philippines
- **STAFF DEVELOPMENT MANAGER**
- MARCH 2016 TO JUNE 2016
USource
Makati Manila / Lipa, Batangas Philippines
- **TEAM LEADER (DIGITAL SUPPORT)**
- DECEMBER 2014 TO MARCH 2016
USource
Makati Manila / Lipa, Batangas Philippines
- **SOCIAL MEDIA GROWTH SPECIALIST**
- AUGUST 2014 TO DECEMBER 2014
Seniorpreneur
- **TEAM LEADER (VIRTUAL ASSISTANT)**
- JULY 2010 TO JULY 2014
Infinity Web Solutions

EDUCATION

- **TERTIARY(2007-2009)**
Bachelor of Science in Business Administration major in Marketing Management
De La Salle Lipa
Lipa City, Batangas, Philippines
- **SECONDARY (2003 - 2007)**
Saint Joseph Academy
San Jose, Batangas
- **PRIMARY(1996 - 2003)**
Lapolapo Elementary School

SKILLS

	VIRTUAL ASSISTANT	●●●●●●●●
	SOCIAL MEDIA MANAGEMENT	●●●●●●●●
	SEARCH ENGINE OPTIMIZATION	●●●●●●●●
	WORDPRESS	●●●●●●●●
	ONLINE COMMUNITY MANAGEMENT	●●●●●●●●
	EMAIL HANDLING	●●●●●●●●
	MAILCHIMP	●●●●●●●●

LANGUAGES

