

JESSEL AMARILLO

**VIRTUAL ASSISTANT | SOCIAL MEDIA
MANAGER | FACEBOOK ADS**

EDUCATION

**Philippine Countryville
College (2012-2016)**

Bachelor of Business Administration

**Valencia colleges, Inc (2019-
2020)**

Professional Education

WORK EXPERIENCE

**Villanueva bookkeeping
services- 2019-2022-Office
clerk**

- Business permit processing (new/renew)
- DTI registration
- BIR transactions
- recording and maintaining a business' financial transactions, such as purchases, expenses, sales revenue, invoices, and payments.
- record financial data into general ledgers

**SMM | Facebook Ads | Vitual
Assistant (2021-2024)**

Professional Skills

- Virtual Assistant
- Facebook Ads
- Social Media Management
- Photo editing (Canva, remove.bg)
- Data Entry
- Custmer Service

Personal Skills

- Creative
- Organized
- Time management
- Leadership
- fast learner
- Motivated
- Teachable



ABOUT ME

I am willing to help business owners to grow thier business through my knowledge and skills about digital marketing and strategies. I am responsible and hardworking. I do fear, love and served the Lord. So, whatever I do, i do it with honesty and sincerity.

CONTACT



+639356927009



jesselamarillo12@gmail.com



[https://join.skype.com/invite/wA
J4dHtYdeXe](https://join.skype.com/invite/wAJ4dHtYdeXe)

SOCIALS

Onlinejob.ph:

<https://www.onlinejobs.ph/jobseekers/info/2113925>

facebook:

[https://www.facebook.com/jesselsususco.amarillo?
mibextid=ZbWKwL](https://www.facebook.com/jesselsususco.amarillo?mibextid=ZbWKwL)

LinkedIn:

<https://www.linkedin.com/in/jessel-amarillo-592a84212>

Twitter:

@JesselSususco

Instagram:

[https://www.instagram.com/jessel_amarillo?
igsh=OGQ5ZDc2ODk2ZA==](https://www.instagram.com/jessel_amarillo?igsh=OGQ5ZDc2ODk2ZA==)