

Elmer Bastiero Sumalinog

Digital Marketing

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Talisay City, Negros Occidental

www.JayveePortfolio.space



Dedicated digital marketer with skills in social media marketing, video editing, graphic design, email marketing, Google Analytics, and data encoding. Experienced in creating engaging content, running online campaigns, and analyzing data to improve marketing performance. Detail-oriented and eager to learn new strategies to help businesses grow online.

Work Experience

Data Encoder (OJT College)

Alpha Insurance & Surety Company Inc.
March 4 2024 - June 12 2024

- Adding customer information into databases, CRMs, or marketing platforms
- Ensuring the entered data is accurate and error-free
- Sorting and categorizing data for easy access and analysis

Customer Service Representative

IQOR

September 30 2024 - November 15 2024

- Responding to phone calls, emails, or chats to assist customers with questions
- Addressing customer complaints or problems, ensuring they are solved efficiently and professionally.
- Striving to resolve issues in a way that keeps the customer happy and loyal to the company

Relevant Skills

- Social Media Marketing
- Email Marketing
- Google Analytics
- Graphic Design
- Video Marketing
- Data Analysis and Reporting

Tools

- Wordpress
- Meta Business
- Ads Manager
- Photoshop
- Illustrator
- Canva
- Capcut
- Woocommerce
- Google Analytics
- Buffer
- Metricool
- Mailchimp
- Elementor

Educational

Bachelor in Information Technology

Carlos Hilado Memorial State University
2021 - 2024

Certification

VA Innovation PRO Training Academy

2024

Graphic Design | Email Marketing | SMM |
Lead Generation | Virtual Assistance
Administration

Udemy

2024

[The Complete Digital Marketing Guide -
27 Courses in 1](#)

SkillShare

2024

Photshop Manipulation | Capcut Reels
etc.