

Jecris L. Vasquez

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Working from home virtually is having access to a broader range of job opportunities that aren't limited by geographic location. This can be especially helpful for job seekers living in rural communities and small towns where there may not be many available local positions.



Experience

02/2020 to 03/2022

Virtual Assistant II A+ General VA Freelance

- Multiple Listing Services
- Facebook ads / Google ads Management
- CRM Management
- Creating flyer, Business cards and newspapers
- MLS management
- Inbound and outbound calls
- Photo and Video Editing

07/2018 to 1/2019

Data Entry

Work from home, Balay Mindanaw Incorporated Foundation

- Conduct Baseline and End line survey Online
- Research Study
- Transcription
- Assisting clients for interview
- Email reports

07/2017 to 03/2018

Social Media Manager

Part Time, Diocese of Tandag, Surigao del Sur

- Posting Contents
- Scheduling Clients for Training
- Arranging Payments

Private Tutor

02/2016 to 03/2017

- Teaching Math and Science
- Give tests and quizzes
- Create educational materials

Highlights

Computer literate

- Department of Science and Technology Scholar
- Student News Writer Journalist
- Private Teacher
- Professional Singer
- Ability to motivate children in studying
- Resistance to stress
- Good manners

Education

Bachelor of Science in Mining Engineering - Magna Cumlaude
Graduate Mindanao State University-Iligan Institute of Technology

Hobbies

- Teaching children
- Reading News
- Writing News Headlines
- Writing Novels
- Singing
- Playing Volleyball