



JEMINAH VILLAR

Virtual Assistant & Social Media Manager

ABOUT ME

Reliable, adaptable, independent and versatile Virtual Assistant with a wide range of skills across various fields. Tech-savvy and a fast learner, always willing to be trained and open to learning new tools, systems, and workflows. Known for professionalism, attention to detail, and the ability to adjust smoothly to different tasks and environments.

EDUCATION

2020-2024

Bachelor of Science in Nursing

Camarines Sur Polytechnic Colleges

2018-2020

Science, Technology, Engineering and Mathematics (STEM)

Bula National High School

Leadership Award

Academic Excellence Award

Non Academic Excellence Award

SKILLS

Management Skills

Creativity

Admin Support

Critical Thinking

Leadership

Adaptability

Flexibility

Graphic design

Client support

Communication

Time Management

Negotiation



+6393 8409 7334



FB: Jemimah | Zeylee



zeyleefreelancer@gmail.com



Bula, Camarines Sur, Philippines

EXPERIENCE

- Scale with CK LLC** *US | Texas*
 - Admin Manager
 - Lead Coordinator
 - Bookkeeper
 - Accounting Assistant
 - Scheduling Coordinator
 - Dispatch & Operations Coordinator
- Being Layla.A** *Oman*
 - Social Media Manager
 - Graphic Designer
 - Client Outreach
 - Personal Assistant
 - Video Editor
 - Hiring Manager
- Femmepire World Business** *Qatar*
 - Graphic Designer
 - Portfolio Editor
- Louda Media** *Dubai*
 - Accounting Assistant
 - Payroll Administrator
 - Bookkeeper & Billing Specialist
 - Executive Assistant
- Styling with Tracy** *Singapore*
 - Graphic Designer
 - Video Editor
 - Executive Assistant
 - Website Manager
- San Diego Mom Friends** *US | California*
 - SMM Assistant
 - Video Editor
 - CRM administrator
 - Graphic Designer
 - Event Coordinator
 - Website Manager
- Brightnest Cleaning** *Canada*
 - Social Media Manager
 - Graphic Designer
 - Website Manager
 - Blog Writer
 - Video Editor
 - Website Designer
- JBirthing Home | RDialysis | CSEeye Center** *Philippines*
 - Corporate Secretary
 - Patient Coordinator
 - Billing Specialist
 - Social Media Manager
 - Marketing Manager
 - Researcher & Admin Manager
- SIIS Company - PLDT** *Philippines*
 - Sales Manager
 - SMM & Designer
 - Marketing Manager
 - Customer Support Specialist
- Zeylee** *Philippines*
 - Social Media Manager
 - Editor & Designer
 - Dropshipping & Marketing
 - Customer Support Specialist

REFERENCES

Marinette Bernarda Eres
Registered Midwife

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