



CORINNE ANN JAMISON

SOCIAL MEDIA MANAGER,
EMAIL SUPPORT AND VIRTUAL ASSISTANT

PERSONAL PROFILE

I am a determined and hard-working person. A believer in the power of positive thinking. I always work with my 100% and is willing to give all the time, effort and knowledge because I simply love what I do. I am also eager to learn more that can help me utilize my ability to do my job.

CONTACT INFO

Email: corinneannjamison@gmail.com

Facebook: fb.com/corinnedjamison

Website:

www.corinneannjamison.wixsite.com/portfolio

LinkedIn: <http://bit.ly/cajLnkdIn>

EDUCATION

Philippine School of Interior Design,
2009

De La Salle University - Dasmarias
BS Architecture,
2006

St. Michael's College of Laguna,
2002

VIRTUAL ASSISTANT SKILLS

- Word Processing Ability
- Oral Communication and Writing Skills
- Computer Skills
- Quick thinking and effective decision making

SOCIAL MEDIA SKILLS

- Headline Writing, Copywriting & Content Marketing
- Basic Graphic Design
- Customer Service
- Brand Marketing
- Leadership and Communication Skills
- Campaign Management

CUSTOMER SERVICE SKILLS

- Positive Attitude and Language
- Listening Skills
- Confidence
- Product Knowledge
- Professionalism
- The ability to respond quality
- Time Management skills

HOMEBASED EXPERIENCE

VIRTUAL ASSISTANT / SOCIAL MEDIA MANAGER

- Worked part-time for a personalized souvenir shop business with both Facebook and Instagram Accounts.
- Daily responsibilities include posting, monitoring contents, answering chat and email inquiries, creating product listing, engaging with followers and closing sales.

PHOTO / VIDEO EDITING & BRAND MARKETING

- Worked part-time as a Layout Artist.
- Responsible for Visual and Written Content, Branding, Photo & Video Editing, Manages Social Media Account.

E MAIL SUPPORT AND VIRTUAL ASSISTANT

- Works part-time for a fabrication shop answering general inquiries and booking appointment. Admin task include research, content monitoring and job hiring.

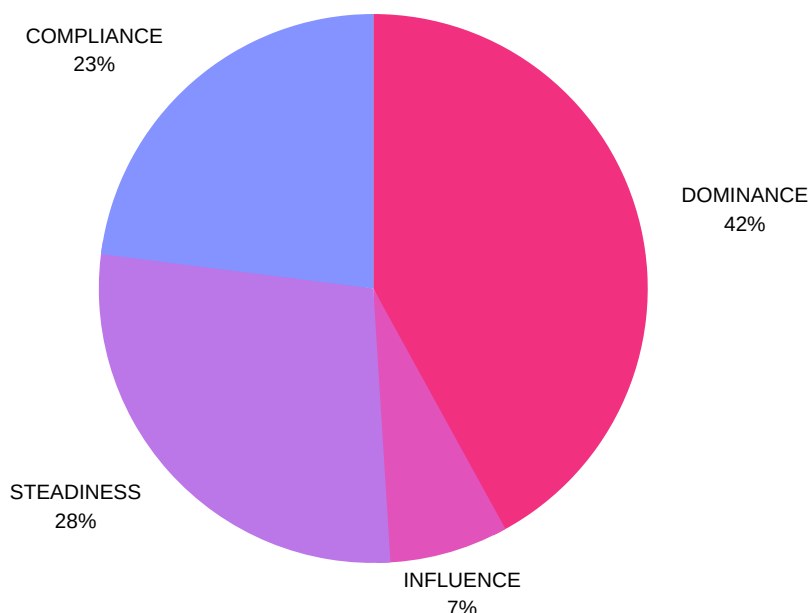
APPS & TOOLS

Adobe Illustrator	● ● ● ● ●
Adobe Photoshop	● ● ● ● ●
Canva	● ● ● ● ●
Microsoft & Google	● ● ● ● ●
Email & Chat Software Tools	● ● ● ● ●
Social Media Management Tools	● ● ● ● ●
E commerce Tools	● ● ● ● ●
Business Apps & Digital Storage	● ● ● ● ●
Communication	● ● ● ● ●

INTERESTS



DISC Personality



You are responsive to challenges in a practical, realistic and enthusiastic manner.

You are a fact orientated person capable of providing help based on solid information. You are assertive, self-sufficient and individualistic. People are likely to perceive you as being rational and creative at the same time.