



MIEMARLENE CO-RAMILO

VIRTUAL ASSISTANT | FREELANCE WRITER | GRAPHIC DESIGNER | SOCIAL MEDIA MANAGER | RESEARCHER | DATA ANALYST | DIGITAL MARKETER

📞 09158290076
✉️ MEICO.RAMILO88@GMAIL.COM
📍 BATANGAS, PHILIPPINES

EDUCATION

ST. LOUIS UNIVERSITY, BAGUIO CITY
2004 - 2006

AB COMMUNICATION

INFORMATICS COLLEGE NORTHGATE,
ALABANG, MUNTINLUPA CITY
2015 - 2017

BS BUSINESS ADMINISTRATION,
MAJOR IN MARKETING MANAGEMENT

SPECIALIZATION

- WEB CONTENT CREATION
- SOCIAL MEDIA MANAGEMENT
- EMAIL MARKETING
- PAID SOCIAL MEDIA ADVERTISING
- GRAPHIC DESIGN
- PHOTO EDITING
- COPYWRITING

SOFTWARE

- ADOBE PHOTOSHOP
- CANVA
- CRELLO
- POSTER MY WALL
- ASANA
- TRELLO
- SENDIBLE
- LATER
- GSUITE
- MICROSOFT SUITE

EXPERIENCE

- **PLANETPOS** 2020-PRESENT
 - SOCIAL MEDIA MANAGER
 - GRAPHIC DESIGNER
 - VIRTUAL ASSISTANT
- **9351 6912 QUEBEC INC.** 2018-2020
 - WRITER
 - PRODUCT RESEARCHER
- **CAPITAL ONE** 2016-2018
 - COORDINATOR
- **CAPITAL ONE** 2012-2016
 - CUSTOMER SERVICE REPRESENTATIVE
- **HSBC DATA PROCESSING** 2006-2012
 - CUSTOMER SERVICE REPRESENTATIVE

ADDITIONAL SKILLS

CREATIVE WRITING
CUSTOMER SERVICE
CHAT SUPPORT
BASIC WEB DESIGN
PROJECT MANAGEMENT
FILE MANAGEMENT