

# JESSIE C. PAANO

General Virtual Assistant  
Social Media Admin



## CAREER GOAL:

To obtain a responsibility that utilizes my skills and experience especially where I can enrich my knowledge at work.

## PERSONAL DETAILS

**Age:** 20  
**Sex:** Male  
**Birthdate:** June 23, 2000  
**Nationality:** Filipino  
**Address:** Talisay, Lake Sebu, South Cotabato, Philippines

## HOBBIES

Watching documentaries and movies    Listening to music  
Playing basketball    Hiking  
Reading books    Cycling

## SKILLS

Search Engine Optimization	75%
Social Media Admin	80%
Canva	50%
Amazon FBA	75%
Microsoft office	80%
Website Development	55%
Adobe Premiere Pro	50%
Adobe Photoshop	60%

## TRAININGS/COURSES

**Computer Systems Servicing NCII**  
Green Valley College Inc.  
October 2018-December 2018

**On the Job training**  
Powerlink Enterprises Inc.  
January 2019-March 2019

**QuickPro**  
Quickpro Online Training Academy  
June 2020-Present

## WORK EXPERIENCE

**DATA MANAGER**  
Part time  
Talisay Integrated School  
October 2018-March 2019

**AMAZON VIRTUAL ASSISTANT**  
Part time  
March 2020-August 2020

## EDUCATION

**PRE-SCHOOL:**  
**TALISAY DAYCARE CENTER**  
2006-2007  
Talisay, Lake Sebu, South Cotabato

**HIGH SCHOOL:**  
**TALISAY INTEGRATED SCHOOL**  
2014-2019  
Talisay, Lake Sebu, South Cotabato


**ELEMENTARY:**  
**TALISAY INTEGRATED SCHOOL**  
2007-2013  
Talisay, Lake Sebu, South Cotabato

**COLLEGE:**  
**NOTRE DAME OF MARBEL UNIVERSITY**  
2019-2020  
Koronadal City, South Cotabato


## CONTACT DETAILS

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