# **Jumer Deang Delos Santos**

**Location**: Antipolo City, Philippines

**Mobile Number**: +63-917-858-9636

**Email Address**: JamDSantos21@gmail.com

**Freelancing Profile**: [Upwork Profile](http://www.upwork.com/freelancers/~01ee796f2e200a124c)

**Education**:

Polytechnic University of the Philippines (2006)

Bachelor of Science in Business Finance (Accountancy)

**Work History: Freelance**

Personal Admin Assistant at Stephanie Somatics (2021-Present)

California, USA

* Email Management (Monitoring, Sorting, Filing and Responding)
* Invoicing and Billing
* Monitoring and managing client therapy sessions using Google Calendar
* Manage consultation schedule using Calendly
* Social Media (Instagram) Monitoring (Commenting and Responding to Direct Messages)
* Setting up Zoom Meeting for consultations and client therapy session

Data Analyst at Addazzle Management (2016-2022)

New York City, NY, USA

* Load balancing orders
* Reprocessing Declined Orders
* Creating Standard Operating Procedures and Policies
* Checking/Updating and analyzing data from reports on a daily, weekly, monthly, quarterly basis
* Gathering Sales Data from previous day and spot trends, make suggestions to upper management of changes and lead projects
* Track KPIs and metrics, make suggestions when needed.
* Track company SMART goals each week to ensure everything is on track.
* Work with and support team members, spot check work and make adjustments when needed.
* Build dashboards and easy view reporting for various ad-hoc reports.
* Maintain comprehensive dashboard, using specific system generated reports.
* Provide accurate and immediate ratio analyses of several complex variables
* Supervises and monitor department’s reporting functions and ensure accuracy of all reports.

Administrative Assistant at Back in Motion Pllc (2021)

Concord, NH, USA

* Setup and manage project workflows using Trello
* Manage bookings and online scheduling using Book Like A Boss
* Setup Content Management from Transcripts done thru Otter.ai voice transcription tool
* Organizing files in Dropbox
* Client Invoicing using Square and PayPal

Virtual Assistant at Lost Empire Herbs (2015-2019)

Santa Cruz, CA, USA

* Editing video for YouTube and adding captions/subtitles
* Editing transcriptions into articles
* Formatting and posting blog articles
* Audio editing in Audacity or similar software

Virtual Admin Assistant at In Your Space (2016-2018)

London, UK

* Connecting to Potential Clients using LinkedIn Sales Navigator
* Managing Client’s LinkedIn Profile

Marketing Assistant at Locallogy (2014-2018)

Columbus, OH, USA

* Manage client onboarding using company workflow using Trello
* Manage client data using Knack.com
* Compile data of client’s internet exposure using Google Webmaster Tool
* Monitor client reviews using Grade.us

**Work History: Freelance**

Project Manager and Virtual Assistant for Beth Anne Jackson of Your Inbound Guru (2016)

Project Manager and Team Manager for Angie Fisher at Coaching Success Systems (2016)

Virtual Assistant for Lisa Spencer at Inside By Design (2016-2017)

**Other Experiences: Corporate**

Account Manager at Top Local Leads formerly AdWest Worldwide (2014)

Sales Team Manager at Northstar Solutions, Inc. (2012)

Sales Team Manager at PacificHub Corporation (2011)

Sales Associate at PacificHub Corporation (2009)

Sales Associate at Epixtar Philippines (2006)