

Curriculum Vitae

Gerry Balonsong

General Virtual Assistant




Social Media Manager Customer/Email Support


Profile

I am an enthusiastic individual with great skills in working both team based and independent capacities, bringing a strong work ethic and excellent organizational skills to any setting. I am thrilled to begin a new opportunity with a successful team.

Hardworking, self-motivated Virtual Assistant with great experience in Social Media Management, Email Customer Support and various personal assistant task. I am able to focus on work without the need of supervision. My client will be my priority. I am an organize, proactive, and punctual with a team oriented mentality so you do not worry about my ability to adapt and fit into your work, and daily life.

My goal is to be your dependable and proactive virtual assistant. I will customize my services to meet your specific requirements and preferences so that I can help you successfully accomplish your desired outcomes, whether that involves scheduling, task management, or giving you individualized advice and insights. I want to be your trusted assistant in the online world, saving you time and hassle and providing a unique and seamless experience.

 **Mobile** +639086506466

 **Whatsapp** +639086506466

 **Skype** live:.cid.ffc962a739c3c10

 **Email** gerrybalonsong0001@gmail.com

 **Facebook** <https://www.facebook.com/gerrybalonsong01>

 **LinkedIn** <https://www.linkedin.com/in/gerry-balonsong-302605169/>

 **OLJ** <https://www.onlinejobs.ph/jobseekers/info/2378196>

Alliance in Motion Global

Digital Marketing Assistant



- AIM Global is a direct selling company that offers a wide range of health and wellness products, including supplements, skincare products, and beverages. It's also based on a network marketing system, where independent distributors promote and sell the company's products to customers, while also recruiting and training new distributors to join their team.
- Responsibilities including managing social media accounts, creating and optimizing digital content, conducting keyword research, overseeing online advertising campaigns, executing email marketing efforts, maintaining website content, analyzing campaign performance, and providing general administrative support. With a focus on staying updated on the latest trends and technologies.
- Additional tasks were creating landing pages, website design, graphic design, and managing Facebook and Google ads, setting up email automation.
- I was one of the trusted Digital Marketing Assistants of the company. My strategic efforts led to improved brand visibility, engagement, and significant revenue growth for the startup.

KOYE Nft Project

Community Manager/Mod



- KOYE NFT is a company that aims to empower and support Indigenous communities by providing a platform for Indigenous artists to showcase and sell their artwork as non-fungible tokens (NFTs). The project was founded by a group of Indigenous artists and entrepreneurs, and seeks to promote cultural preservation, economic empowerment, and creative expression within Indigenous communities.
- As a Community Manager/Moderator at KOYE NFT, I will be responsible for building and nurturing a vibrant and engaged community around our platform and mission. My primary role will be to ensure a positive and inclusive environment for community members.
- I manage and educate the moderation team, searching for collaborations, and providing feedback directly to the team. Additionally, I organized various activities to keep the community engaged and excited about the project.
- My dedication to work as a community manager/mod transformed the community into a welcoming space for everyone, especially newcomers, to connect and enjoy their favorite time together.

Back To Pinas Project

Social Media Manager



- OFW Back to Pinas Project is a dynamic organization dedicated to supporting Overseas Filipino Workers (OFWs) in their journey back to the Philippines. We understand the challenges faced by OFWs when transitioning from working abroad to reintegrating into their homeland, and our mission is to provide comprehensive assistance and resources to facilitate a smooth and successful return.
- As a Social Media Manager, I will be responsible for developing and implementing our social media strategies to drive brand awareness, engage our target audience, and increase customer loyalty. Your creativity, strategic thinking, and excellent communication skills will be instrumental in shaping our online presence and fostering meaningful connections with our followers.
- Additional task were managing accounts on platforms such as Facebook, LinkedIn, Instagram, and TikTok. I'm assigned creating content calendars, planning, and managing Facebook and Google ads, as well as creating reels and scheduling content for the week. I am able to respond to inquiries as well.
- As a diligent Social Media Manager, my efforts have led to significant follower growth. Through strategic planning, engaging content creation, and responsive community management, we have successfully attracted and retained a larger audience. By leveraging social media advertising and analyzing key metrics, our brand's online presence and visibility have significantly increased.

No House Advantage (NHA)

Email Customer Support



- No House Advantage is a company that operates a daily fantasy sports (DFS) platform with a unique approach to gameplay. It offers an alternative experience for sports enthusiasts who enjoy participating in DFS contests. The company aims to provide a platform where users can engage in player prop betting contests while eliminating the traditional house advantage seen in other DFS platforms.
- As an Email Customer Support Representative. As a key member of our customer support department, I will be responsible for assisting and resolving customer inquiries and issues primarily through email communication.
- My task were to respond promptly and professionally to customer inquiries, concerns, and requests via email. Provide accurate and helpful information, resolve customer complaints and escalate complex or unresolved issues to the appropriate internal teams and follow up until resolution.
- As an Email Customer Support I am happy when customers are not only satisfied with the resolution of their inquiries but also delighted with our fast response time. By providing prompt and efficient support, we contribute to the overall happiness and positive experience of users.

- Winn.solutions is a Web3-focused marketing and communications agency that provides enterprise level solutions to businesses, allowing you to focus on what you do best. Strategic support, implementation, analytics, development and content creation, we have your growth pillars covered.
- A data entry operator accurately inputs and maintains data in computer systems and databases. This role requires strong attention to detail, excellent typing skills, and the ability to work with large volumes of information. Responsibilities include precise data entry, error verification, data integrity maintenance, organization, and assisting in data cleanup. Requirements include a high school diploma, proficiency in computer software, good typing speed, organizational skills, and adherence to confidentiality and guidelines. Familiarity with data entry procedures is a plus.
- Technical expertise, analytical skills, attention to detail, ability to solve problems, good communication, continuous development, ethics, and teamwork are requirements for success as a data specialist. It requires skill in data administration, analysis, and visualization in addition to the capacity to gather knowledge from large datasets. Success in this profession depends on upholding ethics, solving issues, clearly communicating, staying current, and maintaining data integrity.

US Mobile Wash
Social Media Manager



- US Mobile Wash is a leading pressure washing company specializing in residential and commercial cleaning services. Our skilled team and state-of-the-art equipment ensure remarkable results, revitalizing surfaces like driveways, patios, decks, and more. With a commitment to detail and eco-friendly practices, we deliver outstanding customer satisfaction. Transform your property with our professional pressure washing services.
- Talented and experienced Social Media Manager to oversee and execute our social media strategy across multiple platforms, be instrumental in shaping our brand presence across Facebook, Instagram, and LinkedIn. As a Social Media Manager, you will be responsible for creating engaging content, managing campaigns, and driving brand awareness and engagement.
- Additional task was creating content calendars, planning, and managing Facebook and Google ads, as well as creating reels and scheduling content for the week. I am able to respond to inquiries as well.
- My efforts have led to significant follower growth. Through strategic planning, engaging content creation, and responsive community management, we have successfully attracted and retained a larger audience.

Skills

- General Virtual Assistant
- Email Management
- Social media Management
- Calendar Management
- Data Entry/Research
- Graphic Designing
- Microsoft Office
- Google Workspace
- Office Administration
- Customer Service
- Administrative Skills
- Strong Communication Skills
- Service Oriented and Driven
- Adaptability and Flexibility
- Positive Attitude and Energetic
- Reliable and Punctual
- Attention to Detail
- Problem Solving Skills
- Critical Thinking Skills
- Time Management
- Organizational Skills
- Active Listening
- Analytical Thinking
- Innovative
- Leadership Skills

Trainings

- Customer Service Training 2023
- Basic Graphic Design (Canva) 2022
- Canva Usage in Social Media 2021
- Networking Opportunities 2020
- Social Media Management 2020
- Creating Landing Page and Website 2019
- Leadership Training 2019

Tools



Education

Asian College of Aeronautics - Aircraft Maintenance 2020



- The Asian College of Aeronautics (ACA) is a prestigious aviation school located in the Philippines. With a strong commitment to excellence and a focus on providing quality education in the field of aviation, ACA has established itself as a leading institution for aspiring aviation professionals.
- An aircraft maintenance course provides students with comprehensive knowledge and practical skills related to the maintenance and repair of aircraft. Students learn about aircraft systems, including mechanical and avionics components, and gain hands-on experience in tasks such as inspection, troubleshooting, and servicing. The course emphasizes safety regulations and industry best practices. Successful completion of the course can lead to certification or licenses, allowing graduates to work as qualified aircraft maintenance technicians in the aviation industry.

References

Name: Anthony Descartin
Phone: +63961 3244002
Company: No House Advantage
Position: Lead Payment Specialist
Email: descartinanthony@gmail.com

Name: Hannah Grace Abuhad
Phone: +639078887004
Company: No House Advantage
Position: Head Customer Support
Email: hannahgraceabuhad742@gmail.com

Name: Paul Orven Monana
Phone: +639065027618
Company: DFS
Position: Social Media Manager
Email: paulmonana@gmail.com

Name: Chei Duran
Phone: +639561326470
Company: Lopez District Hospital
Position: Chief Staff
Email: cheiduran2425@gmail.com

Name: Wena Jane Onio
Phone: +639613244000
Company: Winn Solutions
Position: Daty Entry Specialist
Email: oniowenajane01@gmail.com

Name: Mark Joseph Anonas
Phone: +639462816485
Company: SUKU
Position: Community Manager
Email: markjoseph.anonas@gmail.com

"Efficiency Elevated: Your Personal Virtual Assistant at Your Service!"

Gerry Balonsong | (+63) 9086506466 | gerrybalonsong0001@gmail.com

Sagay City, Negros Occ. Philippines