

Dolly Serrano



Social Media Manager/
Content Writer

Hi, I am Dolly

I have almost 18 years of experience as an HR manager. I retired to fulfill my obligations as a wife and mother. supervising the operations of our little water refilling station. I also manage pages for a non-profit group, though. I am dependable, a self-starter, a quick learner, inspiring, organized, humble, and able to empower others.



Educational Background

HIGHSCHOOL

Caloocan High School

COLLEGE

Polytechnic University of the Philippines
Bachelor in Journalism

AWARDS/TRAININGS/RECOGNITION

- TS 16949 Type A Auditor
- Training on How to be a Social Media Management
- Training on Facebook Ads Manager



Work Background

PAGE MANAGER

Responsible of uploading new products in the page in Facebook and doing LIVE selling in Shopee.

PAGE HANDLER

Responsible for graphic design and publication in the page daily, copy writing, video/reels uploading

PAGE MANAGER

Responsible for posting in the page, answering inquiries of customers, copy writing.



K Clothing



**CMJCTHOM
Imus**



**Sassy
Marvelous**



**Joshweyn Water
Refilling Station**

Skill Set

Knowledgeable

- Canva
- Filmora
- Tiktok
- Capcut
- Youtube
- Microsoft Office
- Twitter
- Facebook
- Instagram
- Pinterest



While addressing a customer's pain point, I must first listen to their story, identify the issues, discuss the issues with the appropriate parties, then work as a team to find solutions.

Sample Work Facebook Post

Facebook post from Chief Minister Jesus Christ the Holy One Ministry. The post includes a profile picture, name, date, and text. The main image is a flyer for a "LIFE CLASS PARTY" on 5 MARCH 2023 at 2:00 pm. The flyer text reads: "CMJCTHOM LIFE CLASS PARTY 'IT IS NOT ABOUT CLASS, IT IS ABOUT LIFE'". The post also features interaction buttons for Like, Comment, and Share.

Chief Minister Jesus Christ the Holy One Ministry
★ Favorites · February 28 at 9:58 AM · 🌐

Are you ready to party with us this Sunday?
It is not a class, but it is about life as individual prepare themselves on the path they are about to take back to Jesus.

CMJCTHOM
5 MARCH 2023
LIFE CLASS PARTY
2:00 pm
"IT IS NOT ABOUT CLASS, IT IS ABOUT LIFE"

Like Comment Share

Sample Work Facebook Post



Chief Minister Jesus Christ the Holy One Ministry
★ Favorites · 5d · 🌐

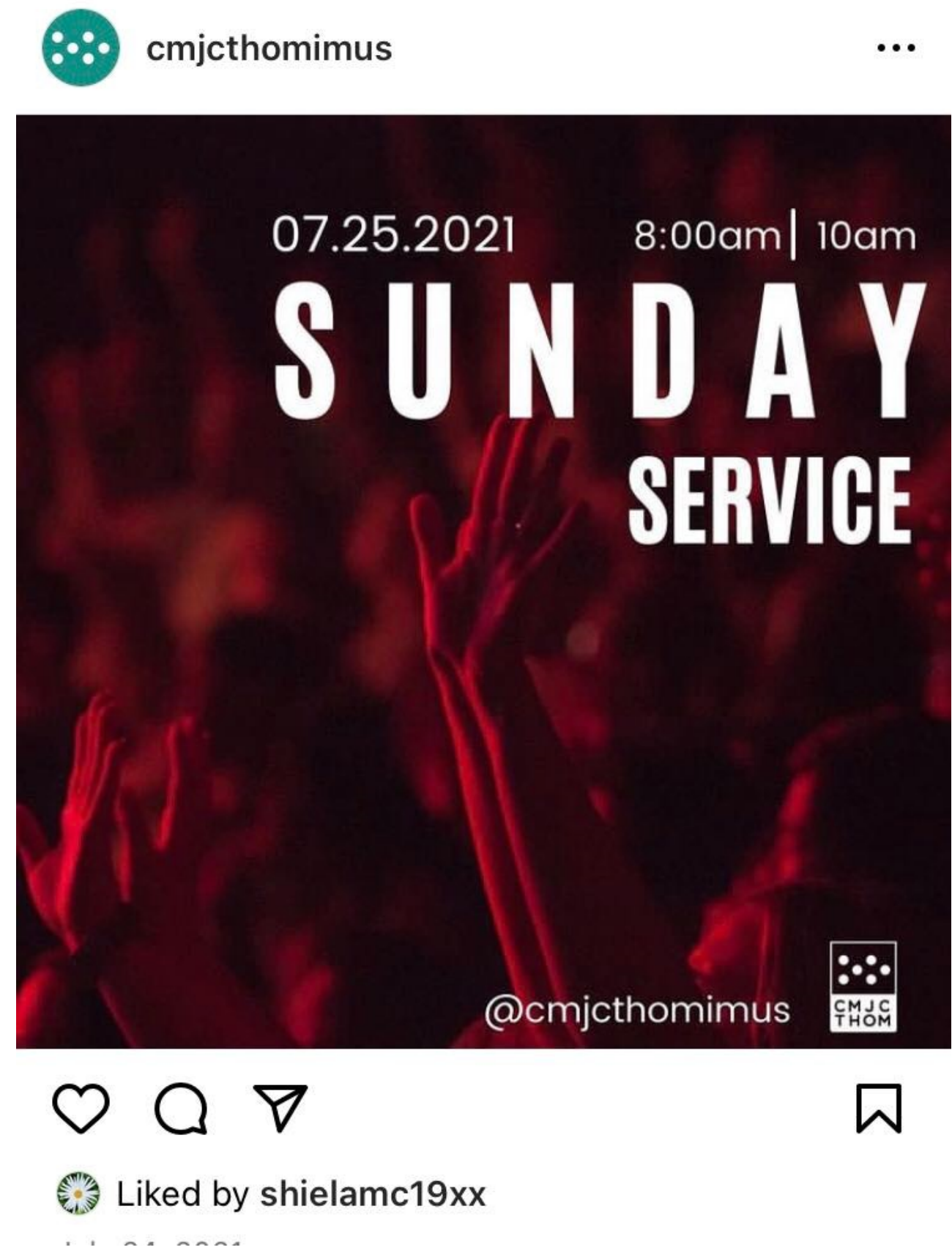
WINNERS are
not people
who never fail
but people
who never
quit.

Jerry Ilano
Senior Pastor
Cell Leader Empowerment

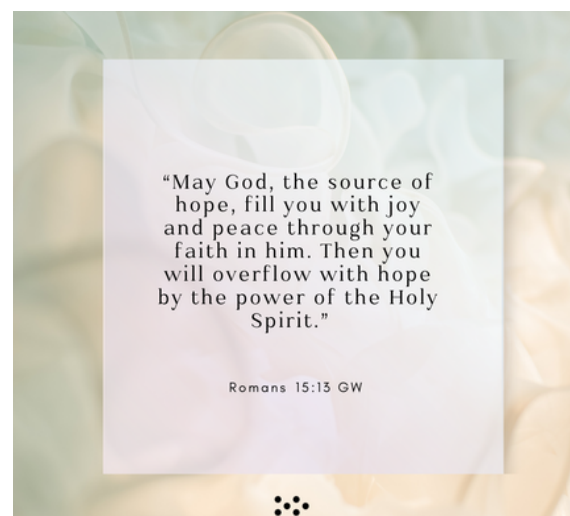
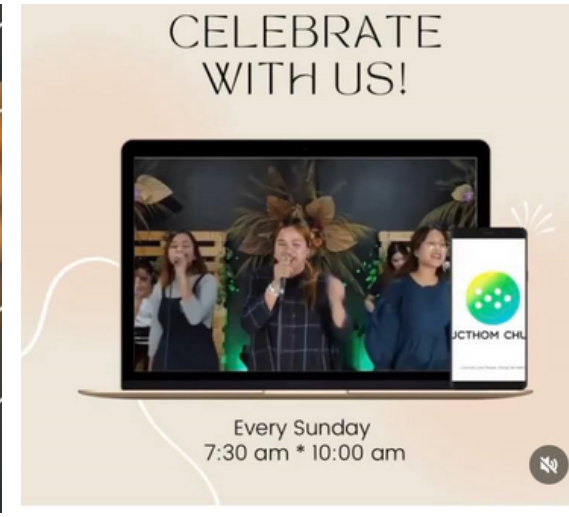
Like Comment Share

The image shows a Facebook post interface. At the top, the profile name is "Chief Minister Jesus Christ the Holy One Ministry" with a star icon, "Favorites", "5d", and a globe icon. The post content features a quote in large, bold, dark red text: "WINNERS are not people who never fail but people who never quit." Below the quote is the name "Jerry Ilano" in bold, followed by "Senior Pastor" and "Cell Leader Empowerment" in a smaller font. To the right of the text is an illustration of a man in a suit standing on a blue platform next to a target with a yellow star in the bullseye and another yellow star above it. The background is light blue with decorative blue circles and lines. At the bottom, there are three icons: a thumbs up for "Like", a speech bubble for "Comment", and a share arrow for "Share".

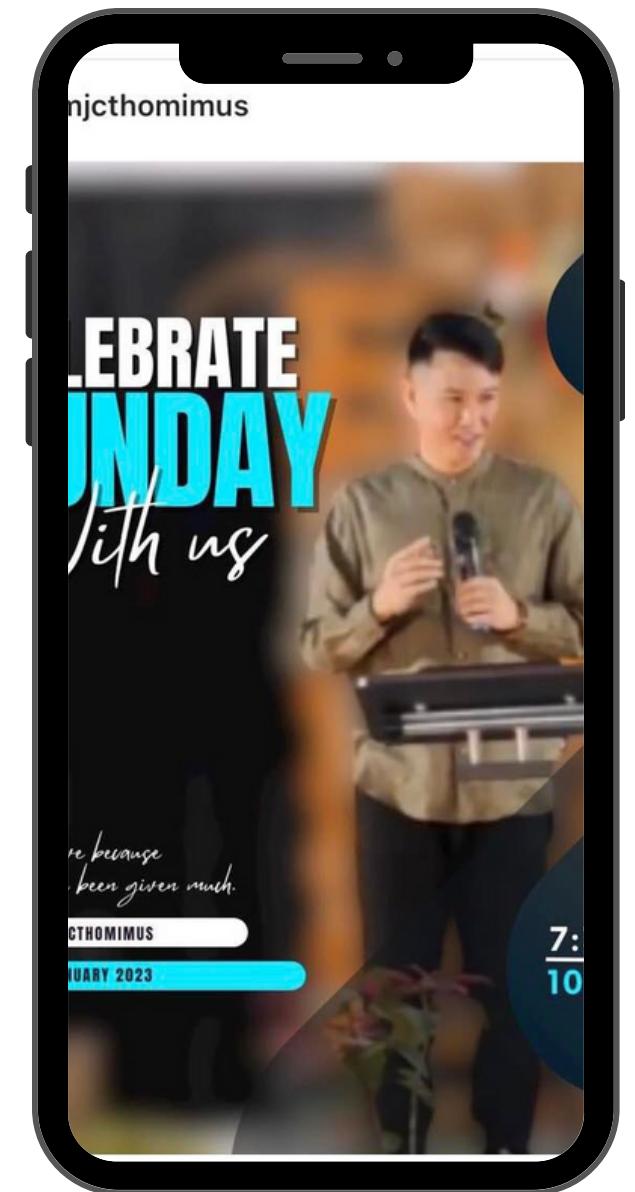
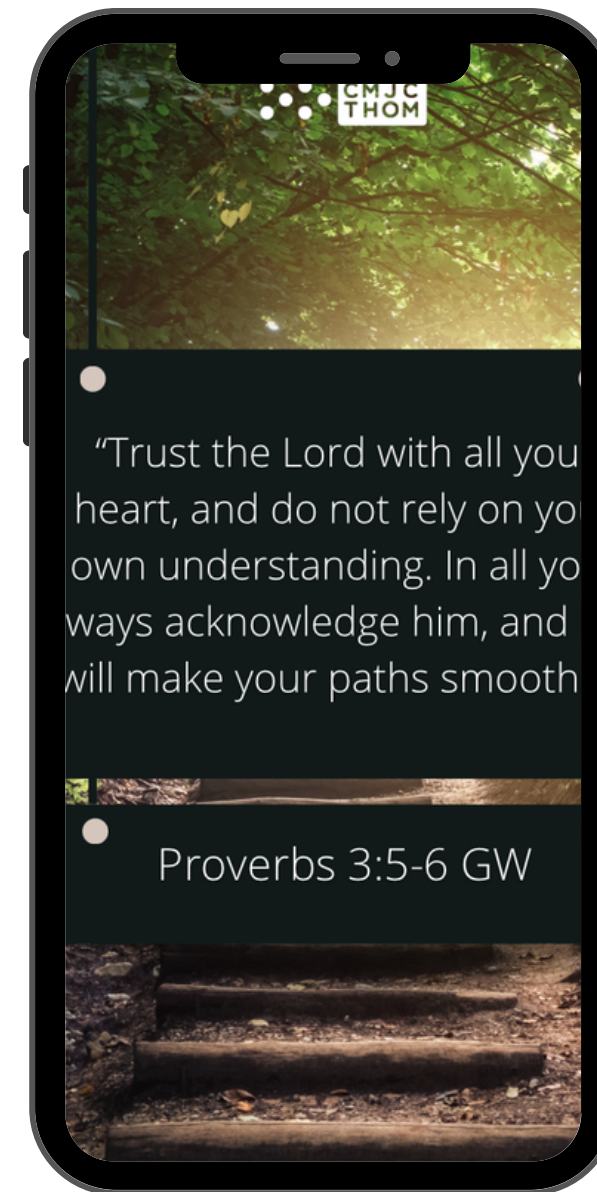
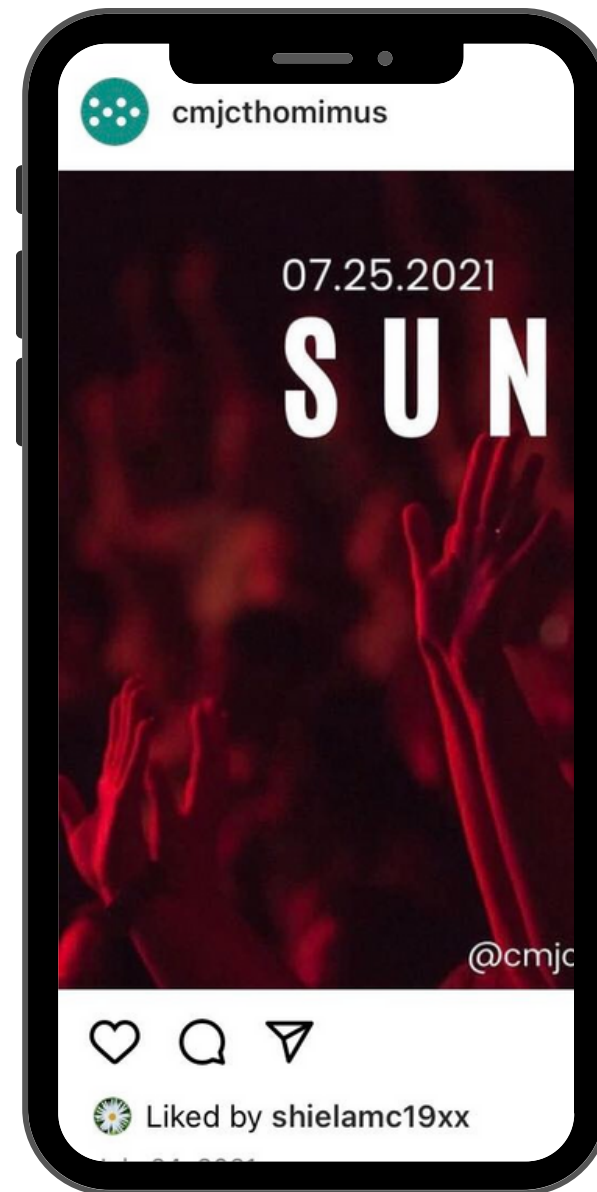
Sample Work Instagram Post



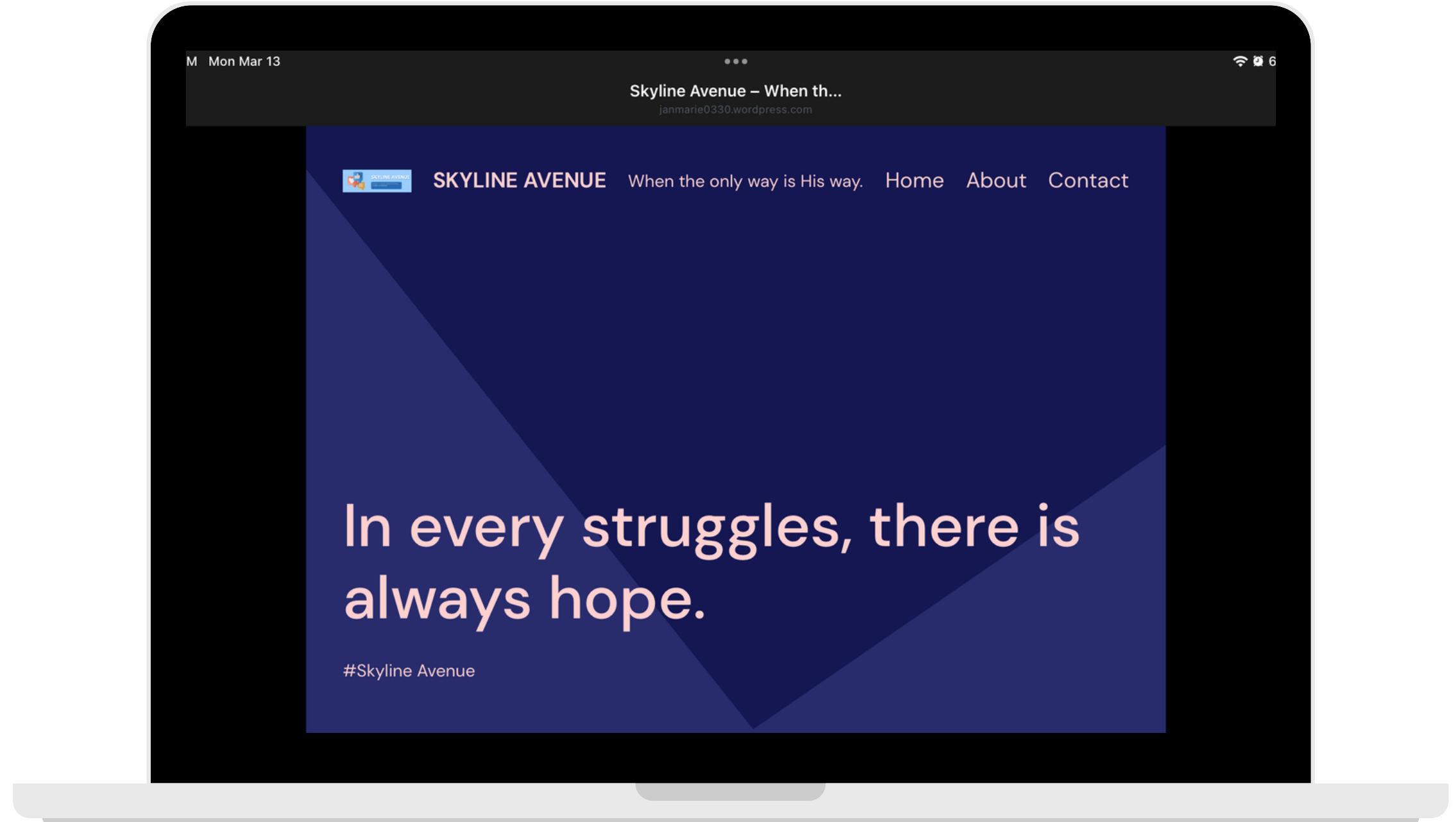
Sample Work (Instagram m Grid)



Sample Work (Instagram Stories)



Sample Work Website



Services Offered



Data
Entry/
Typing Jobs

Service
Description

Copy
Writing

Service
Description

Social Media
Management

Service
Description

Translation
(English to
Tagalog)

Service
Description

E-mail
Management

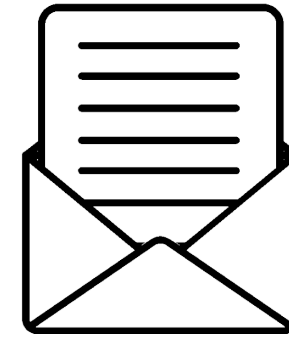


Wish we could speak!

Let's schedule an initial meeting so we can work around your ideas and your budget.



Please
contact me
with this
info..



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dollylicious0330@gmail.com



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Imus City Cavite, PHILIPPINES

Thank
you
so
much!

