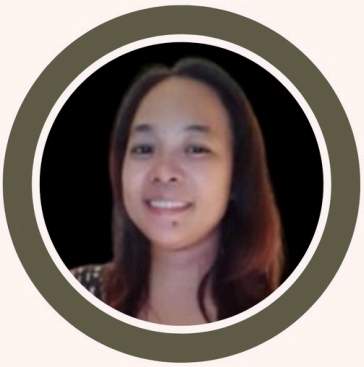
Emeliza Dela Vega

SOCIAL MEDIA MANAGER / GRAPHIC DESIGNER / VIRTUAL ASSISTANT

Batangas, Philippines
My LinkedIn Profile



OBJECTIVE

Results-driven Social Media Manager and Graphic Designer with 3 years of experience developing engaging visual content and executing data-informed social media strategies. Proven ability to grow brand presence, increase audience engagement, and create cohesive digital campaigns across multiple platforms. Seeking to leverage expertise in content creation, community management, and design to drive meaningful results for a dynamic organization.

SKILLS

- Social Media Strategy Development
- Content Creation and Curation
- Community Management & Engagement
- Analytics and Performance Tracking
- Competitor and Market Research
- Scheduling & Publishing Posts
- Hashtags Strategy
- Photo Editing & Retouching
- Motion Graphics & Animation
- Visual Storytelling
- Video Editing (Short-form Content)
- Administrative Support
- Data Entry & File Management
- Online Selling & E-commerce Support

TOOLS & SOFTWARE

- Google Workspace
- Notion
- Buffer
- Meta Business Suite
- Trello
- Canva
- Adobe Creative Suite (Photoshop, Illustrator)
- Microsoft Office (Word, Excel, PowerPoint)

PLATFORM EXPERTISE

- Facebook
- Instagram
- TikTok
- LinkedIn

WORK EXPERIENCE

SOCIAL MEDIA GRAPHIC, VA

Solacido TCG (New York) | October 2025 - December 2025

- Developed and executed comprehensive social media strategies across multiple platforms, resulting in increased brand visibility and audience engagement. .
- Created content calendars, managed community interactions, analyzed performance metrics, and optimized content to achieve marketing objectives and foster brand loyalty.
- Designed visually compelling graphics, marketing materials, and digital content aligned with brand guidelines.

SOCIAL MEDIA MANAGER / GRAPHIC VA

Aubelle (New Jersey) | October 2025 - December 2025

- Developed and executed comprehensive social media strategies across multiple platforms, resulting in increased brand visibility and audience engagement. .
- Created content calendars, managed community interactions, analyzed performance metrics, and optimized content to achieve marketing objectives and foster brand loyalty.
- Designed visually compelling graphics, marketing materials, and digital content aligned with brand guidelines.

SOCIAL MEDIA MANAGER / GRAPHIC VA

DodorVibe (NewYork) | August 2025 - November 2025

- Developed and executed comprehensive social media strategies across multiple platforms, resulting in increased brand visibility and audience engagement. .
- Created content calendars, managed community interactions, analyzed performance metrics, and optimized content to achieve marketing objectives and foster brand loyalty.
- Designed visually compelling graphics, marketing materials, and digital content aligned with brand guidelines.

SOCIAL MEDIA GRAPHIC, VA

Coral Babies (Phil.) | May 2025 - July 2025

- Copywriting .
- Community Engagement
- Created content calendars, managed community interactions, analyzed performance metrics, and optimized content to achieve marketing objectives and foster brand loyalty.
- Designed visually compelling graphics, marketing materials, and digital content aligned with brand guidelines.

SOCIAL MEDIA GRAPHIC, VA

Kumens Singapore | January 2025 - April 2025

- Developed and executed comprehensive social media strategies across multiple platforms, resulting in increased brand visibility and audience engagement. .
- Created content calendars, managed community interactions, analyzed performance metrics, and optimized content to achieve marketing objectives and foster brand loyalty.
- Designed visually compelling graphics, marketing materials, and digital content aligned with brand guidelines.

APPOINTMENT SETTER/SMM

We Whiten California | June 2023- February 2024

- Find Possible Client
- Answering question of the Client.
- Designed visually compelling graphics, marketing materials, and digital content aligned with brand guidelines.

ADMIN STAFF/PURCHASER

Lizalix Trading & Construction Services I May 2019- December 2026

- Research and identify potential suppliers
- Procurement Process
- Maintaining files, databases, and office supplies inventory
- Create request and purchase order

INTERNSHIP

SOCIAL MEDIA MANAGEMENT INTERN

Get hired Philippines I March 2024- May 2024

Content Creation - Managing Calendars - Conducting Research - Compiling Data Scheduling Content Edit video and graphics design

Sunday Studio Creative | May 2025 - July 2025

Content Creation - Managing Calendars - Conducting Research - Compiling Data Scheduling Content Edit video and graphics design