Jan Carlo P. Hernandez

Malolos City, Philippines

PROFESSIONAL SUMMARY

Blog Quality Assurance Specialist and transcription professional with experience supporting podcast/blog production, plus hands-on Email and Social Media Outreach**.** Known for careful review of transcripts and multimedia assets, clean publishing workflows across major CMS platforms, and reliable client coordination.

KEY SKILLS

✓ Blog QA & proofreading	✓ Audio-to-text transcription	✓ Content publishing (CMS)	✓ Client communication
✓ WordPress / Squarespace / Wix	✓ GoDaddy website tools	✓ Social media management	✓ Facebook Ads (basic)
✓ Microsoft Office	✓ Basic Photoshop	✓ Detail-oriented review	✓ Process improvement

PROFESSIONAL EXPERIENCE

Blog Quality Assurance Specialist / Transcriber | Podetize (Brandcasters, Inc.) | Foothill Ranch, CA (remote) Mar 2019 - Jun 2024

- Performed final QA on transcripts, graphics, audio, and video before client delivery/publishing.
- Corrected grammar, formatting, and publishing issues; ensured assets matched client requirements.
- Coordinated approvals and shared publishing links; supported WordPress, Squarespace, Wix, and GoDaddy.

Social Media Outreach/ Social Media Video Editor | VocabCartoons, London England (remote) Dec 2025 - Aug 2026

- Send and reply to potential affiliates through email, Facebook Messenger, Instagram, and TikTok.
- Create video animation (Long and short form) through Magiclight Ai.

Online Transcription, MyCaption Inc. | Sunnyvale, CA (remote) Sep 2014 - 2017

- Converted voicemail recordings into clear, professional email messages using formal letter standards.
- Maintained accuracy across varied subject matter while meeting quality expectations.

Social Media / Facebook Ads Support, RC Digital Consultancy | Houston, TX (remote) Nov 2017 - Sep 2018

- Built simple landing pages and created supporting Facebook ads for marketing campaigns.
- Posted and updated Facebook pages; handled routine page maintenance.

IT Intern, Alpha Aviation Group | Clark, Pampanga Apr 2011 - May 2011

- Completed 240-hour internship; assisted with layouts/logos, record updates, and basic troubleshooting.

TECHNICAL SKILLS

WordPress | Squarespace | Wix | GoDaddy | MS Office (Word, Excel, PowerPoint) | Photoshop (Basic) | Wondershare - Filmora (Basic to Intermediate) | AutoCAD 2009 | Facebook Ads Manager