JAN MICHAEL CARRIEDO

Virtual Assistant



CONTACT INFORMATION

Quezon City, Philippines

SKILLS

- Social Media Management
- Digital Marketing
- Graphic Design
- Video Editing
- Customer Support
- English Fluency

TOOLS

PROFESSIONAL BACKGROUND

2025 - PRESENT

VIRTUAL ASSISTANT, Social Media Management/Graphic Designer

I handled FB and TikTok pages. (Online Bakeshop/Boxing Gym/Tech-Shop/UGC Gaming Page) What I do is I create content, copywriting, schedule posts, graphic design, video editing. I also help in the growth of the page, I engage, use SEO, track and analyze analytics.

2020 - PRESENT

CONTENT CREATOR, Social Media Manager

I handled also my own Social media pages as I'm also a content creator. I'm very knowledgeable about the algorithm, trends and Social Media Structure.

2024 - PRESENT

VIDEO EDITOR and GRAPHIC DESIGNER, Expert Editor

I edit graphic designs for ads on business pages on Canva, Capcut and Photoshop. I also do video editing to make short form videos like Reels on CapCut. I'm knowledgeable about the flow, structure and funnel. (Hooks/CTA/Brolls)

2024 - PRESENT

DIGITAL MARKETING, Affiliate Marketer

I do digital marketing on FB pages using ads, creating graphics on Canva, making engaging contents. I also do TikTok and Shopee affiliate marketing, where I create short form videos to promote products using HOOKS, B Rolls, Captions, Transitions and other Marketing strategy with a video editing skills.

Metricool, Notion

Google Docs, Slack

Canva, CapCut, Kittl

Chat GPT, Claude

Meta Suite, Hootsuite, Buffer

2022-2025

CALL CENTER AGENT, Customer Support/Technical Support/Sales

I worked onsite on 3 BPO Companies. It was a Telecommunications account (one of the hardest accounts). I'm very proficient in customer service and I'm also skilled with chatting with customer. I never had a detractor and maintained a perfect 5 star rating as my time as an agent.

2016-2020

SELF-EMPLOYED ENTREPRENEUR, E-Commerce

I started being an entrepreneur when I was 16. I started to buy and sell clothes until I got to buying and selling cars. I put also my business on an E-Commerce platform which made me a lot of sales. I learned everything o by experience and watching marketing on YouTube. I'm a very quick learner and I'm always dedicated to give my best because I want a lot of money but I know I need to work hard for it.