



# JOEY [REDACTED]

## Virtual Assistant | Remote Professional | Marketing & Admin Specialist



[REDACTED]



[REDACTED]



[REDACTED]

## EDUCATION

Bachelors of Science in Business Administration – Major In marketing Management



2016 – 2020

## SKILLS

- Sales & Negotiation
- Microsoft Word, Excel, PowerPoint, Canva & Digital Marketing
- aXcelerate System
- Remote Communication Tools

## LANGUAGE

English

Tagalog

## About Me

Motivated and versatile professional with strong experience in sales, marketing, and student support. Proven success in the FMCG industry with excellent negotiation and selling skills, and currently excelling as a Marketing Specialist in an Australian-based VET college. Skilled in digital marketing, administrative coordination, and communication across cross-functional teams. Proficient in tools like Canva, aXcelerate, Microsoft Office, and more. Seeking a work-from-home opportunity to apply my experience and contribute value remotely.

## WORK EXPERIENCE

October 2023 – Present



Marketing Specialist

- Develop and execute digital marketing strategies targeting international students.
- Coordinate with trainers and students to ensure smooth academic operations.
- Meeting agents to promote the college in asia

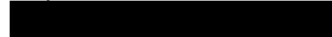
March 2021 – September 2022



FMCG – Key Account Manager

- Sales & Revenue Growth, Develop sales strategies to meet or exceed targets for key accounts.
- Account Planning & Execution, Create account plans tailored to each key customer's goals and market position
- Client Relationship Management

September 2016 – January 2021



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## REFERENCES

Available upon request