



R H JIREH

About Me

I am a Social Media Marketing specialist and Executive Virtual Assistant with over 12 years of experience as a Marketing Specialist. I specialize in creating engaging content, managing social media platforms, and building brand visibility while also providing executive support through calendar and email management, scheduling, and administrative tasks. My background in marketing gives me a strong edge in combining business growth strategies with organizational support. I help business owners and executives stay organized, efficient, and competitive online.

Education

- Bachelor of Science in Information Technology
- [REDACTED]
- 2009 - 2013
Academic Achievements
- Academic Scholar / Participated in Coding Competition / Completed Internship training

Professional Skills

- Social Media Management
- Data Visualization
- Adaptability & Flexibility

Language

- English
- Tagalog

Citizenship

- Filipino

Character Reference

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

WORK EXPERIENCE

- **Social Media Marketing / Product specialist**
• **(2013 - 2017)**

• [REDACTED] PHILIPPINES

- Product Specialist – Computer Audio Category
- Managed computer audio product line, ensuring strong market presence.
- Provided sales training, product support, and promotional strategies.
- Coordinated with suppliers and monitored sales performance to hit targets.

- **Social Media Marketing Specialist (2017 - 2025)**

• [REDACTED] - PHILIPPINES

- Operation Duties and Responsibilities
- Marketing Specialist
- Social Media Manager
- Team Leader
- Junior Advertising Specialist
- General Virtual Assistant

TOOLS AND PROFICIENCY

- Marketing – Content Creation
- E-Commerce – [REDACTED]
- Email Marketing
- Office and Administration
- Professional Service
- Virtual Tour Development



LINKS

- Portfolio link:

