





JHAMMEL ROSARIO M. PRADA


A passionate industrial engineer seeking for virtual assistant career. I wish to work in a dynamic organization where I can utilize my skills, experience and share my knowledge to make a significant contribution to the success of the company, and to improve my sense of responsibility within your organization as well as my ability to communicate and convey my thoughts to my coworkers while also enhancing my personal and professional growth.

CONTACT ME!

 Hagonoy, Bulacan, Philippines

 (+63) 961-736-2424

 jhammelrosarioprada@gmail.com

 <https://www.linkedin.com/in/jhammelrosarioprada/>

 Portfolio

PROFESSIONAL SKILLS

- Knowledgeable in Microsoft Office Programs (MS Word, Excel, and PowerPoint)
- Six Sigma Process Improvement Methodology
- Social Media Management
- Editing Tools
 - Adobe Suite: (Basic) Premiere Pro, Illustrator, Photoshop
 - Canva
 - Filmora
 - Capcut
- Computer Literacy

COMPETENCIES

- Communication Skills
- Organization Skills
- Attention to Detail
- Hardworking & Teachable
- Time Management
- Can-do Attitude
- Responsible
- Team Player
- Flexible
- Creativity

EDUCATION

2018 - 2022

Bulacan State University

Bachelor of Science in Industrial Engineering
(Dean's Lister 2021-2022)

2016 - 2018

Santiago Trillana Academy

Senior High School - General Academic Strand

WORK & ACADEMIC EXPERIENCE

July 24, 2023
to
Present

Marketing and Design Intern (Remote)

Positive Workplaces
- Batch 12

- Ad Creation & Campaign Management
- Marketing Strategy: Develop effective marketing plans, analyze trends, and align with business goals.
- Social Media Management & Community Engagement: Engage audiences, create content, and monitor performance.
- Email Marketing & Copywriting

Digital Marketing Apprentice (Remote)

KadaKareer

Won star kadet for challenge week 2

- Conducted market analysis for SupaFaya's target audience, gaining valuable insights into market trends and preferences of the end buyer.
- Mapped SupaFaya's value proposition by identifying key selling points and researching competitor offerings for differentiation and market positioning.
- Created a social media campaign plan with engaging content and metrics for measuring engagement and reach.

Purchasing Analyst (On-Site)

Hypertech Wire and Cable, Inc

- Conduct supplier negotiations for quality, pricing, and delivery terms
- Purchase high-quality goods/materials at optimal cost and quantity
- Monitor shipments and resolve any issues or undelivered goods
- Analyze purchase requisitions and provide feedback on completeness and appropriateness
- Process rush and emergency orders for internal customers
- Monitor and facilitate supplier payment processes

Sep 2022
to
Jan 2023

CERTIFICATION

The VA CAMP Courses

- Social Media Management
- General Virtual Assistant
- Graphic Design
- Copywriting
- Facebook Ads

Internationally Accredited Online Six Sigma White Belt Training and Certification Program

Ask Lex PH Academy - June 24, 2020

Basic Occupational Safety and Training for Safety Officer 1

Occupational Safety and Health Center (OSHC), Regional Extension Unit V. August 26-27, 2021

AskLex PH Academy

- Introduction to Quality Management System
- Introduction to Project Management
- Project Management 101
- Introduction to Supply Chain Management

Fundamentals of Digital Marketing

Google Digital Garage

Social Media Management In-Depth Training Online Course.

CSRS Virtual Assistance Services

WORK & ACADEMIC EXPERIENCE (CONTINUED)

2021

Data Encoder - Virtual Internship

Market Social - Marketing Digital Agency

- Efficiently perform data entry using Gsheet and Lazada Seller Center, ensuring accuracy and up-to-date product information.
- Optimize Auto and Motor Parts listings on Lazada Seller Center to improve visibility and drive sales.
- Conduct thorough research on Auto and Motor Parts to create detailed product descriptions highlighting key features and benefits.
- Edit product pictures to enhance visual appeal and align with branding standards.

2020 - 2022

Graphic Editor & Page Coordinator (Remote)

IEducate: Marketing Group of IE Department Student Organization (Remote)

- Manage the Official Facebook Page, and adept at video editing using Canva and Filmora X application.
- Promote event sponsors, webinars, and partnerships with other organization.
- Compose basic copywriting or captions for contents posted on Facebook page platform.
- Engaging with the audience through comments, direct messages, and mentions, building a sense of community

2019 - 2020

Researcher and Volunteer Member

IEExtension: The Official Extension Group of BulSU IE Department

- Volunteered for an organization's donation program and was responsible for promoting their Facebook page and community programs.
- Conducted research, gathered information, and generated reports for the department.

2017

Senior High School - Work Immersion

Jesus is Lord Christian Colleges, Inc.

- providing support to students in their daily activities once a week.
- responsible for accurately encoding data provided by the administration and managing and organizing files of important documents.

REFERENCES

Ms. Princess Clarence Shane C. Santos

Virtual Medical Assistant
Enticare
santosprincessc.20@gmail.com
(+63) 992-437-4185

Engr. Grace Kelly Peñañiel

Process engineer/PPIC
Markenburg/Wunderbear
gracepenañiel18@gmail.com
(+63) 923-457-5442

Engr. John Paul M. Quimada

Former IEducate Co-Head.
johnpaulquimada@gmail.com
(+63) 915-889-3714

I hereby declare that all the information given above is true and correct to the best of my knowledge.


JHAMMEL ROSARIO M. PRADA
Applicant