

May Palinar

SOCIAL MEDIA MANAGER

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- 📍 Santa Rosa, Laguna, Philippines



Education

Bachelor in Computer Science | 2012
Cavite State University

Skill & Expertise

- Social Media Audit
- Content Strategy
- Content Creation
- Engagement
- Administrative Assistance
- Programming
- Customer Service
- Graphic Design
- Reports and Analysis
- eCommerce Assistance
- Communication Skills
- Time Management Skills
- Organizational Skills
- Data Entry

Certificate

Certificate in Contact Service NC II
TESDA | 2017

Social Media Mastery for Freelancers
EMSA | 2021

Work Experience

Graphic Designer/Social Media Manager

Peak Family Gifts | March 2021 - Present

- Create illustration as per customer request.
- Graphic Designing
- Create content strategy
- Connect with customers via DMs
- Community Management
- Do engagement and contents
- Act as customer service via email

eCommerce Virtual Assistant

Mantaro Partners | June 2018 - 2021

- Manage listings
- Coordinate with Amazon Support
- Generate Reports
- Product Page Audit

Customer Service Representative

iQor Philippines | August 2016 - 2018

- help customers with complaints and questions
- give customers information about products and services,
- refund and dispute

Executive Assistant

Carrier Philippines | August 2013 - 2016

- Preparing, organizing, and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Managing diaries, scheduling meetings, and booking rooms.
- Arranging travel and accommodation.