



RB BATHAN

VIRTUAL ASSISTANT/SOCIAL MEDIA MANAGER

CONTACT

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Calamaba laguna

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Portfolio:

https://drive.google.com/drive/folders/1Q0kONWWBgFac9LOZ5g_PbsVYx8Ssqv3V?usp=drive_link

SKILLS

- Customer Service & Client Relations
- Quality Assurance & Testing
- Operations Management & Leadership
- Problem Solving & Process Improvement
- Inventory & Business Management
- Market Analysis & Real Estate Transactions
- Attention to Detail & Adaptability

LANGUAGES

- English (Fluent)
- Tagalog (Fluent)

REFERENCE

Robelinda Perez

Store Manager
Jollibee Batangas

Phone: +639173074989

Email: Robelindaperez@gmail.com



PROFILE

Results-driven and detail-oriented Landing Page and Funnel Specialist with experience in building high-converting sales funnels and automated marketing systems. Skilled in creating optimized landing pages, setting up workflows, managing lead generation processes, and improving conversion rates using platforms like GoHighLevel. Adaptable, analytical, and committed to delivering measurable results that help businesses capture leads, increase sales, and scale efficiently.



WORK EXPERIENCE

Online Helper 2025 - 2026

Virtual Assistant

- Managed drive-thru orders for fast food restaurants remotely, reducing on-site workload and improving order accuracy.
- Ensured smooth operations during peak hours and enhanced overall customer satisfaction.
- Maintained clear communication with customers and staff to minimize errors and delays.

Game Tester/Aurora/Fiverr 2025 - Present

Game Tester/Gameplay Analyst (Freelance)

- Tested games including King of Meat (co-op action platformer with dungeon-crawling elements) and Chronigma (puzzle game).
- Identified and reported bugs, crashes, and design inconsistencies to improve gameplay quality and stability.
- Provided detailed feedback to developers to enhance user experience and game performance.

Teatoy Milk Tea Hub 2020 - 2024

Owner/Manager

- Managed daily operations, staff, inventory, and marketing for a milk tea business.
- Developed strong leadership, problem-solving, and customer service skills while implementing automated workflows, email campaigns, and customer follow-ups inside GoHighLevel.
- Implemented new ideas and promotions to increase sales and customer engagement.

Methodisk 2021 - 2024

Real Estate Agent (Freelance)

- Specialized in selling houses and lots, commercial lots, and commercial buildings.
- Guided clients through property transactions with market knowledge, transparency, and personalized support.
- Ensured smooth, secure, and stress-free buying and selling experiences for clients.

Onsemi 2010 - 2023

Manufacturing technologist

- Operated and monitored automated wafer tester machines to ensure accurate electrical testing.
- Analyzed results, identified defects, and supported process improvements to maintain high yield and quality standards.
- Prioritized safety, precision, and continuous improvement in a high-volume manufacturing environment.



EDUCATION

Bachelor of Industrial Technology, 2005 - 2009

Major in Mechanical

Batangas State University