



Jose Dianne Magpile

Philippines

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Professional Summary

Detail-oriented Virtual Assistant and Social Media Manager with experience in customer support, content creation, video editing, and administrative tasks. Skilled in managing online platforms, organising data, and supporting clients remotely. Reliable, organised, and quick to learn new tools.

SKILLS

- Administrative & Data Management
- Online Research
- Customer Service & Client Communication
- Microsoft Office (Word, Excel, PowerPoint)
- Photo Editing
- Video Editing (Filmora, InShot, Capcut)
- Korean - Basic to Conversational (Online Level Test 4A / Certificate 2B)

WORK EXPERIENCE

Internship at Makati City Hall (2019)

- Assisted with document sorting and filing using Microsoft Office
- Answered phone calls and assisted with office inquiries
- Supported administrative tasks and basic project coordination

Social Media Manager at JMM Printssentials

- Created and managed social media content for products
- Responded to customer inquiries and concerns online
- Took product photos and videos for promotional use
- Assisted in basic layout and design for posts

Virtual Assitant/Social Media Manager

May 2022–October 2022

- Organised and maintained website data using Excel
- Researched online platforms for event promotion
- Posted and updated event listings consistently

Video Editor (Freelance)

December 2023–July 2024

- Edited short-form and promotional videos for clients
 - Followed client instructions and deadlines
 - Used Filmora and InShot for cutting, transitions, and effects
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EDUCATION

Centro Escolar University

Bachelor of Science in International Travel Major in Tourism Management