




# SHELOMAE JAY D. MAGBANUA



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## CAREER OVERVIEW

To leverage my skills and dedication in a dynamic work environment, where I can contribute my skills to drive impactful outcomes. Eager to collaborate with a motivated team and continuously grow both professionally and personally within the organization.

## EDUCATION

Bachelor of BSBA Major in  
Marketing Management  
La Consolacion College Bacolod  
2017

## SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

## REFERENCES

Isabel B. Villaceran  
Branch Manager  
Yamaha 3's Des Mktg. Inc.  
Kabankalan City  
09989957616

Janet Hebionada  
Branch Manager  
Cebuana Lhuillier (Pj  
Lhuillier)  
Sipalay City  
09093711656

Rodmar Erillo  
Team Leader  
South Petrol Marketing  
Corp.  
Bacolod City  
09455147473

## EXPERIENCE

### Station Manager

South Petrol Mktg Corp. | October 2021-  
June 2022

- Oversee station operations, including fuel supply, facilities, and compliance. Lead and coach staff, manage finances, optimize inventory, and uphold safety standards

### Area Client Relation Assistant

PJ Lhuillier | March - September. 2020

- Perform remittance transactions for customers, including sending, receiving, and verifying funds. Address customer inquiries regarding exchange rates, fees, and transaction statuses.

### Receptionist

Des Marketing Inc. Yamaha 3s | November  
2017- March 2020

- Maintaining accurate records and ensuring smooth operations and managing inventory levels Committed to delivering exceptional customer service and maintaining an organized and efficient reception area.

## EXPERIENCE

### Organic Social Media Manager

Savior Social Studio | January 2025 (Current)

Part-Time

- Managing and designing engaging social media content, creating content calendars, generating reports, and producing graphics primarily on a project-based basis.

### Social Media Manager

Shift Six Security | June 2024 (Current)

Part-time

- Managing and curating compelling social media content while also accurately inputting and organizing data for various purposes

### Social Media Manager/Data Entry

Kidsplore | July - August 2023

- Managing and curating compelling social media content while also accurately inputting and organizing data for various purposes

### Social Media Representative

Just Pupshop | September - October 2022

- Engaging with online audiences, addressing inquiries, and fostering positive interactions to enhance the brand's online presence and reputation..

## TRAININGS

### VirtualWorkPH

June 18, 2024

Basic Wordpress  
General Virtual Assistant  
Executive Virtual Assistant  
Social Media Management

### PROVA

November 13, 2024

General Virtual Assistant  
Search Engine Optimization

June 17, 2023