



KARLO CARIN

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Content Creation
- Video Editing
- Photo Editing
- Social Media Strategy
- Analytics Tracking
- Community Management
- Platform Proficiency
- Trends Adaptability

TOOLS

Adobe Photoshop, Canva
Adobe Premiere Pro, Capcut
Microsoft Office
Google Workspace
Buffer

PERSONAL PROFILE

Social Media Manager with a background in teaching, skilled at creating engaging content and keeping projects on track. Known for my organized and adaptable approach, I work closely with clients to streamline their social media efforts and boost brand presence.

WORK EXPERIENCE

PROFESSIONAL TEACHER

J-P Network English Corp. | 2020

- Facilitated online 1-on-1 lessons with learners from different age groups
- Assessed student progress and prepared reports using Google Workspace

Department of Education

- English, Creative Writing, Values Education Instructor
- Designed eye-catching presentations and graphics for classrooms and school events
- Used assessment data to create tailored teaching strategies

Holy Cross of Davao College, Inc.

- English Language and Literature Instructor
- Developed engaging lesson materials, visuals, and presentations to capture and maintain students' attention.
- Experienced in interacting with and engaging a diverse audience, building rapport, and maintaining engagement.

EDUCATION HISTORY

Ateneo de Davao University | 2009 - 2015

- Bachelor of Secondary Education Major in English
- Graduated, Dean's Lister
- School of Education Student Executive Council Creative Head

Surge Freelancing Market Place | 2024

- Masterclass in Social Media Management and Marketing
- Masterclass in Virtual Assistance