



JOREEN JOON LUY

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Data Analysis
- Business Strategy
- Project Management
- Lead Generation
- Website Management
- Transcription
- CRM Management
- Calendar Management
- Email Management
- Graphic Design
- Transcription

TOOLS

- | | |
|------------------------|------------|
| Trello | Asana |
| Canva | Photoshop |
| Wix | Capcut |
| Slack | Salesforce |
| Microsoft Office Suite | |
| Google Workspace | |
| Meta Business Suite | |

PERSONAL PROFILE

As a Virtual Teammate with over 8 years of experience in diverse industries, I've developed growth-driven strategies. Project Management, Administrative Tasks and a dive into Graphic Design and a proven track record of delivering high-quality results. Having these varied experiences makes me a versatile and effective teammate you need.

WORK EXPERIENCE

PUBLIC RELATIONS AND STRATEGIC MANAGEMENT CONSULTANT

[Society of Feline Enthusiast of the Philippines \(SFEPI\)](#) | April 2023 - Present

- Crafting strategic communication plans
- Writing, Proofreading & Copywriting
- Crisis Communication,
- Reputation Management
- Driving Brand Awareness,

MARKET AND SALES CONSULTANT

[Purrfect Pets Pet Supplies](#) | March 2021 - Present

- Project Management- Inception to Operation
- Handling market, sales, and logistics.
- Business Planning and Strategy
- Market strategy
- Financial management
- Customer retention.

HUMAN RESOURCES & MONITORING EVALUATION OFFICER

[Interface Development Interventions Inc., \(IDIS\)](#) | Jun 2017 - Aug 2018

- Human Resource Head
- Designed and Implemented Monitoring & Evaluation Framework
- Program impact assessment,

EDUCATION HISTORY

Surge Marketplace

- Surge Apprenticeship Program (**APV 3**)
- Surge Masterclass Virtual Assistant (**MVA**) Program
 - Most Outstanding
 - Best in Website Design
 - Best in Transcription
 - Best in Content Plan
 - Best in Lead Generation
 - Best in Email Marketing

Ateneo de Davao University

- BS in Business Management | 2009- 2013
 - Dean's Lister SY 2010-2011
 - Dean's Lister SY 2011-2012 1st Semester
 - Dean's Lister SY 2012-2013

San Pedro College - Undergraduate

- BS in Nursing | 2008- 2009