



# RIZA JOY PANES

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Content Creation
- Community Growth
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

## TOOLS

- Notion
- Airtable
- Metricool
- Canva and Capcut
- Meta Business Suite
- Databox

## PERSONAL PROFILE

A highly motivated and results driven Social Media Manager with a proven track record of driving engagement and brand growth. Seeking a challenging position to leverage my expertise in content strategy, analytics and community engagement to help organizations achieve their social media objectives.

## WORK EXPERIENCE

### SOCIAL MEDIA MANAGER

[Unity Care Support / Apprenticeship | 2024](#)

- Maintained positive work ethic and commitment to providing excellent service.
- Deliver quality content and community growth.

### SOCIAL MEDIA MANAGER

[Surge Marketplace / Apprenticeship | 2024](#)

- Business Branding
- Content Creation and Content Planning
- Social Media Set-up and Optimizing

### SOCIAL MEDIA MANAGER

[Yzza Boutique | 2023 Up to Present](#)

- Social Media Management
- Community Engagement and Networking
- Content Creation and Content Planning
- Facebook and Tiktok Ads

## EDUCATION HISTORY

[AMA University](#)

- Bachelor of Science in Marketing & Management  
Up to present

[Datamex Institue of Computer](#)

- Associate in Office Administration  
2015 - 2017