



RYAN OCHAVILLO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Digital Marketing
- Client Management
- SEO
- Content Creation
- Leadership
- E-commerce management
- Executive Assistant

TOOLS

Trello
Basecamp
Microsoft Office
Google Workspace
Meta Business Suite & Google Ads

PERSONAL PROFILE

As a Marketing Strategist, I've successfully managed projects that analyze customer data, yielding a notable increase in ad efficiency. The skills cultivated during my tenure at ibex, particularly in operations and customer service management, have been instrumental in achieving operational success and customer satisfaction.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

[SEPEMA Company](#) | 2023 - 2024

- Collaborate with cross-functional teams
- Ensure brand consistency across all channels
- Measure and analyze campaign performance

PROJECT MANAGER

[Ibex Global \(Amazon\)](#) | 2019 - 2023

- Team Management
- Prepared detailed reports
- Organizes and plans essential central services

[Everything Sports](#) | 2017 - 2019

- Manage day-to-day operations of the e-commerce sports shop, ensuring smooth functioning and timely execution of tasks.
- Client Management
- Handled confidential and sensitive information with discretion and tact.

EDUCATION HISTORY

[STI College Cagayan de Oro City](#)

- Bachelor's degree, Computer Science · (2000 - 2004)