



AION ALFONSO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Social Media Management & Marketing
- Content Creation
- Podcast Management
- Video Editing
- Graphic Design
- Administrative Skills
- Graphic Design

TOOLS

Trello
Notion
Microsoft Office
Later
Meta Business Suite
Canva
Google Workspace
ChatGPT
Copy.ai

PERSONAL PROFILE

As a **Social Media Manager** with 3 years experience in various tasks. I'm committed to help your business increase social media presence with my hard work, creativity, superior communication skills, and expertise in digital marketing.

WORK EXPERIENCE

SOCIAL MEDIA MANAGER

Wing AI Technologies | Jun 2023 - Oct 2023

- Social Media Outreach
- Creates social media captions for IG
- increase in participants by around 5000%

Kenkade Marketing | Jan 2022 - Mar 2023

- Social Media Management
- Content Creation
- Helped increase brand awareness by increasing reach by up to 200%

CONTENT SPECIALIST

Melpro Digital | Mar 2021 - Nov 2021

- Content Creation for social media and blogs
- Online Campaigns for promotion
- Social Media Analytics Report

EXECUTIVE ASSISTANT

Melpro Digital | Sep 2020 - Mar 2021

- Content Creation for social media and blogs
- Online Campaigns for promotion
- Social Media Analytics Report

EDUCATION HISTORY

Saint Louis University, Baguio City

- Bachelor of Science in Pharmacy, 2011