

ROGELIO 'JAY' MANTE III

BUSINESS VIRTUAL ASSISTANT

Meet your go-to content curator and social media maven! You're looking at the wizard behind the screen, turning ideas into engaging posts, and transforming your brand's story into thumb-stopping content.



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WORK EXPERIENCE



Office Co-ordinator | General Virtual Assistant
Health First Group (Australia) | Jan 2023 - Jan 2025

- Prepares Revenue, Sales, Physio Performance, Clinic Performance Reports
- Presenting reports, graphs, and trends with overall performance.
- HR Task, posting job posts, screening and endorsing qualified applicants.
- CRM Management and Maintenance
- Admin Tasks
- Evaluating incoming calls if protocols are followed.
- Managing daily reports in a timely manner.

TOOLS



Social Content Creator | General Virtual Assistant
Physio Factory (Australia) | March 2023 - August 2023

- Researching and turning content ideas into, images, infographics, and text captions.
- Creating blogposts that are relevant to the product and services
- CRM Management and Maintenance
- Responsible for engagements by liking post, replying and answering questions.
- Create and execute a content calendar.

TOOLS



ESL TUTOR | ONLINE
Native Camp | Feb 2020 - Dec 2022

- Ensure that SOPs are being observed while conducting online classes.
- Teaching the English language to non-native speakers online.
- Evaluate the progress of the student and determine what areas to improve.
- Assessing student development and evaluating their progress.
- Managing daily reports in a timely manner.

TOOLS



CUSTOMER SERVICE REPRESENTATIVE / VIRTUAL ASSISTANT
InXpress Australia | Aug 2021 - Dec 2021

- Track and trace domestic and international shipments
- Answering client inquiries via phone and email.
- CRM Management Booking Shipments and Data Entry
- Booking Shipments and Data Entry
- Providing information to concerned parties about the ETA.

TOOLS



REAL ESTATE VIRTUAL ASSISTANT
InXpress Australia | Mar 2021 - Aug 2021

- Cold Calling
- Skip Tracing
- Data and CRM Management
- Keeping customers' personal information confidential.
- Setting and Organizing Appointments
- Managing Schedule and Calendar

TOOLS



CASH MANAGEMENT SERVICE ASSOCIATE
Metropolitan Bank and Trust Company | July 2013 - Dec 2019

- Recording transactions which involve logging checks and preparing transaction reports.
- Reconciling cash drawers.
- Promoting the banks' products and services.
- Securing cash and checks from clients.
- Providing excellent customer service to valued clients.

TOOLS



CUSTOMER SERVICE REPRESENTATIVE
Aegis People Support Inc. - BPO | Apr 2012 - May 2013

- Answer questions about account types and banking products, such as CD's, money market accounts, loans, and credit cards.
- Check on the status of customers' accounts and track check payments.
- Inbound calls from clients from the US.
- Assist bank customers who are victims of fraud, theft, or identity theft.
- Assisting with replacing lost or stolen credit or debit cards.



ONLINE PAID TRAINING



LEJIT ONLINE VIRTUAL ASSISTANCE ACADEMY
Facebook ADS | July 2021
SEO Online Course | June 2020
General Virtual Assistant | February 2021



UDEMY ONLINE COURSES

The Complete Shopify Dropshipping Masterclass | 2023
Amazon PPC Course | 2023
Complete SEO Course | 2023



FREELANCE ACADEMY - VIRTUAL ASSISTANT TRAINING

BOOKKEEPING with QUICKBOOKS ONLINE | 2023



EDUCATION



Xavier University
ATENEO DE CAGAYAN



BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
MAJOR IN FINANCIAL MANAGEMENT
Xavier University - Ateneo de Cagayan | 2008 - 2012

Extracurricular Activities

- Science and Business Management Student Council | Creative Director 2011 - 2012
- HeBREWS 1140 - Feasibility Study Business Implementation - Sales Manager 2011 - 2012
- Student Assistant of Department of Student Affairs | 2010 - 2011
- Circulo de Arte | Member 2008 - 2009