## **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 brand's story into thumb-stopping content.





Resume, Equipment and Work



**Visit Website** 

## 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.



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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.







**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

REAL ESTATE VIRTUAL ASSISTANT

Providing information to concerned parties about the ETA.





## 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
- **RingCentral** MOjO











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.

CASH MANAGEMENT SERVICE ASSOCIATE

**TOOLS** Mosaic







CUSTOMER SERVICE REPRESENTATIVE







**AEGIS** 

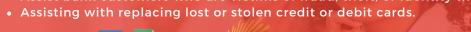
Metrobank You're in good hands

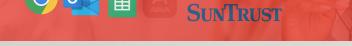


## Answer questions about account types and banking products, such as CD's, money market accounts, loans, and credit cards.

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

 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.





ONLINE PAID TRAINING



Facebook ADS | July2021 SEO Online Course | June 2020 General Virtual Assistant | February 2021

LEJIT ONLINE VIRTUAL ASSISTANCE ACADEMY



**UDEMY ONLINE COURSES** The Complete Shopify Dropshipping Masterclass | 2023 Amazon PPC Course | 2023



Complete SEO Course | 2023

FREELANCE ACADEMY - VIRTUAL ASSITANT TRAINING BOOKKEEPING with QUICKBOOKS ONLINE | 2023 auickbooks 🔊 Nookal







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