



Emy

About Me

I am an aspiring and well-grounded individual with a superb and outstanding set of skills and abilities. I am knowledgeable about the latest trends and understand the nuances of how new media and technology works. I am keen to detail and have good communication and writing skills. As aim to join an organization to acquire experience, develop skills, and expand knowledge.

Contact



August 11, 2002

Skills

- Customer Service
- Writing and Editing
- Communication
- Adaptability
- Infographics
- Time management
- Computer Proficient
- Creative
- SEO Writing
- Proofreading
- Copywriting
- Wordpress
- Content Creation (Skills in writing, video editing, or graphic design)

Language

- English
- Filipino
- Hiligaynon
- Aklanon



Education (2023-2024)

Bachelor of Arts in Communication

CUM LAUDE

(2019 -2020)

Junior and Senior High School

WITH HONORS

(2013 -2014)

WITH HONORS



Achievements

- Dean's Lister (2020-2024)
- Honor Student (Junior and Senior High School 2014-2020)
- Best in Oral Communication
- Best in Social Science
- 2nd place Speech Delivery
- 3rd place Essay writing (High School week 2020)
- 2nd place storytelling in High School week 2019
- 1st place Radio Broadcasting during the English Festival 2022
- 1st place Script Writing during the English Festival 2022
- 1st place News Writing during English Festival 2022
- 2nd place Radio Drama during the English Festival A.Y. 2022-2023
- Finished a four (4) months internship



Experience

(September 2024 - February 2025)

CUSTOMER SERVICE ASSOCIATE



Job Description

- Customer Service Associate
- Talent Acquisition Account
- Outbound Call (Call candidates to complete their application)
- Check if the documents submitted is accurate and proceed with approving
- Chat and message support (send email and message to the candidates)
- Track the status of the application of the candidates
- Provide detailed explanation to the candidate on the benefits and the duration of the seasonal position
- Schedule candidate's orientation day
- Track the status of the Candidate's orientation day

(February 2025- Present)

WEB CONTENT WRITER



Job Description

- Writes and develop blogs, articles, social media posts, and various marketing websites
- Writes and Publish blogs in WordPress
- Collaborates with Graphic designers to produce highly engaging and effective marketing campaigns
- Develop Contents that aligns with the Client's brand
- Adjust the writing approach to different platform.
- Participate in brainstorming sessions to produce creative ideas
- Editing and proofreading various copy to ensure appropriateness and accuracy.
- Provide suggestions to other departments that requires a writer's ideas.
- Undergo Research to ensure the writing style is aligned with the brand
- Crafts SEO-driven content that boosts visibility and increase rankings

Character References

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I hereby certify that the statement above is true and correct to the best of my knowledge.

EMY [REDACTED]
Applicant