





# MELCHOR ABELLANOZA JR.

## Contact

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## Skills

- Facebook Advertising
- Social Media Management
- Digital Marketing
- Lead Generation
- Data Analysis
- Administrative Assistant
- Basic Knowledge In Canva
- Graphic Designer
- Video and Photo Editing
- Communication Skills

## Objectives

Motivated and detail-oriented individual seeking a Virtual Assistant position to leverage strong organizational, communication, and time-management skills. Eager to contribute to efficient workflow and support administrative tasks in a remote environment while gaining hands-on experience in the field. Committed to learning quickly and providing exceptional service to meet client needs.

## Educational Background

### *Bachelor of Science in Psychology*

2019 - 2020

*Nueva Ecija University of Science in  
Technology*

## Work Experience

### Meta Ads/Social Media Buyer/Social Media Manager

May 2022 - April 2025

- Launching Facebook Ad Campaigns: Selecting the optimal Campaign Objective, leads and choosing suitable ad formats, determining effective placements.
- Writing Ad Copies for Facebook ad. Editing Images in Canva.
- Responsible for creating, managing, and optimizing a brand's presence across social media platforms.

### Customer Service Representative

December 2021 - May 2022

VXI Global Solutions

- Resolve customer complaints and escalate unresolved issues as needed. Process orders, returns, payments, and refunds efficiently. Build and maintain positive relationships with customers by understanding their needs.
- Assist customers with product inquiries, provide recommendations, and close sales effectively.

# Device Specification

Device name	LAPTOP-ONQJCVJO
Processor	12th Gen Intel(R) Core(TM) i5-1235U 1.30 GHz
Installed RAM	16.0 GB (15.7 GB usable)
Edition	Windows 11 Home Single Language
Version	22H2

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*I hereby certify that all the information given above is true and correct to the best of my knowledge and belief.*

  
MELCHOR ABELLANOZA JR.  
APPLICANT