



KAE ANDREA SANTOS

CONTACT ME

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Malabon City

EDUCATION

Secondary Education

St. James Academy

2012-2016

Senior High School

Science, Technology, Engineering and mathematics (STEM)

Far Easter nuniversity

2017-2019

College

Bachelor of Science in Psychology Far Eastern University

2019-2023 undergraduate

SKILLS

Social Media Management

Data Analysis

Advertising

Planning and Strategy

Content Development

OBJECTIVES

Dynamic and results-oriented professional seeking a challenging Social Media Manager position. With a strong foundation in customer service and a passion for digital marketing, I am eager to contribute to a team by developing and executing innovative social media strategies that drive engagement and business growth.

WORK EXPERIENCE

Social Media Manager

2020

- Actively respond to all inquiry
- Communicate with possible customer/s
- Actively promote through Facebook page, Instagram and Tiktok account everyday
- Monitoring social media channels for mentions, tags, and discussions related to products
- Photo and Video editing for social media platforms

Customer Service

January 2024

Franchisees First- Order Entry

- Receiving and managing customer orders
- Offering detailed information about products and services
- Inputting new customer data and updating existing customer records in the system

REFERENCES

Lyka Carriedo

Virtual Assistant
Cyberbacker

Phone: 09917862315

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