



KIMBERLY MAHIDLAWON

Social Media Manager

A dedicated Social Media Manager trained at the Filipino Virtual Assistance Academy (now Surge Company) with deep understanding in strategic planning, posting and scheduling, lead generation and basic graphic design. Help you manage your social medias by managing your online presence.

CONTACT

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EDUCATION

EDUCATIONAL QUALIFICATION

Filipino Virtual Assistant
Academy
2021-2021

EDUCATIONAL QUALIFICATION

High School
2007-2011

SKILLS

Basic Graphic Design
Content Posting/ Scheduling
Lead Research
Content Creation
Hashtags and Keyword
Research

WORK EXPERIENCE

FACEBOOK AND INSTAGRAM ASSISTANT

Upwork

April 2024 - May 2024

- Cold DM's
- Engaging with followers
- Facebook Outreach

SOCIAL MEDIA MANAGER ACCOUNT ASSISTANT

Upwork

January 2024- March 2024

- Social media management
- Instagram DM's
- Facebook Marketing

LINKEDIN PROFILE MANAGER/ SPECIALIST

Upwork

January 2024- February 2024

- LinkedIn Profile Optimization

TOOLS

- Capcut
- Canva
- Google Drive, Docs, Calendar and Sheets
- Hootsuite
- Buffer
- Trello
- Snov.io
- Chat Gpt