



Allan Leon P. Pujida Jr.

Dedicated and detail-oriented professional with a passion for excellence. Strong communication and problem-solving skills. Committed to achieving goals and delivering high-quality results.

- 📞 09425226402
- ✉ allanleonjrpujida@gmail.com
- 📍 Tungkop, Minglanilla
Cebu 6046

SKILLS

- * General Virtual Assistant
- * Social Media Management
- * Facebook Ads
- * Amazon Online Arbitrage
- * Graphic Design
- * Basic Wordpress
- * Copywriting
- * Email Marketing
- * 2D AutoCad proficient

CERTIFICATION

- The VA camp** April 2024
Burgos Street, Makati Philippines

EDUCATION

- Mechanical Technology** 2010
Center for Industrial Technology & Enterprise
Graduated: June 2010

EXPERIENCE

- Social Media Marketer** Jul. 2023 - Present
 - * Reaching out to potential lead client and book for interested client.
 - * Engaging content such as posts, images, videos, and stories that resonate with the target audience.
 - * Engage with the brand's followers by responding to comments, messages, and mentions. They foster a sense of community by actively
- Team Lead and Coach** Jul. 2023 - Present
 - * Monitor team performance and provide ongoing feedback to team members.
 - * Conduct regular performance reviews and set performance objectives.
 - * Identify underperformance issues and implement corrective actions.
 - * Conduct daily meeting tackles struggles and how to improve the performance task.

EXPERIENCE

- Cad Operator/Technician** Oct. 2012 - Jan. 2015
 - * Monitor team performance and provide ongoing feedback to team members.
 - * Conduct regular performance reviews and set performance objectives.
 - * Identify underperformance issues and implement corrective actions.
 - * Conduct daily meeting tackles struggles and how to improve the performance task.

CHARACTER REFERENCE

Marie June N. Betia
09616967820
Abuse Mitigation/Newfold Digital

Joseph Fuertes
09289846141
Store Manager Robinson Supermarket Corp./Shopwise



This acknowledges that

ALLAN LEON PRAJES PUJIDA JR.

has successfully completed and is certified in

Virtual Assistant Courses

Issue Date: March 2024
Verify at www.thevacamp.net/certificate/verify
Certificate ID: 4D43E77A894D

