

Jeffrey S. Almocera

Virtual Assistant | Social Media & Digital Marketing Support | CRM & Admin
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PROFESSIONAL SUMMARY

Virtual Assistant with 3+ years of digital marketing experience building online presence for multiple clients at a Canada-based company, plus hands-on administrative and IT support experience. Trained in HubSpot Sales Hub CRM, Google Ads Search, and AI workflow automation. I take inbox, calendar, CRM updates, and content scheduling off busy founders' and teams' plates so they can focus on growth.

CERTIFICATIONS & TRAINING

Google Ads Search Certification Google Skillshop	2026
HubSpot Sales Hub CRM HubSpot Academy	2026
Social Media Marketing HubSpot Academy	2026
Generative AI Mastermind Outskill	2026

CORE SKILLS & TOOLS

Admin & VA Support: Email & Calendar Management, Data Entry & Encoding, Document Processing, Online Research, Excel / Google Sheets, HubSpot, ClickUp
Social Media & Content: Content Scheduling & Posting, Canva, CapCut, Adobe Photoshop, Adobe Premiere Pro, Grammarly
CRM, Ads & Automation: HubSpot Sales Hub, Google Ads (Search), ChatGPT, Google Apps Script, Workflow Automation
Collaboration Tools: Google Workspace, Microsoft 365, ClickUp, Slack, Zoom, Google Meet, Teams, Loom, Calendly, Discord
Technical Support: Printer & PC Troubleshooting, Basic IT Support | **Typing Speed:** 61 WPM

PROFESSIONAL EXPERIENCE

- Professional Development** | Self-Directed Training May 2025 – Present
- Developing a client and application tracking system in Google Apps Script with automated contract emails, follow-ups, and weekly progress reports, plus a data monitor that flags outdated research entries and low quantities.
 - Completed training in HubSpot Sales Hub CRM, HubSpot Social Media Marketing, Google Ads Search, and generative AI, adding CRM, paid search, and AI-assisted workflows to my marketing and admin background.
- Administrative Assistant** | Housing and Settlement Jan 2025 – Apr 2025
- Managed email correspondence and organized digital records, including profiling and document processing.
 - Provide and maintained data in Excel spreadsheets for keeping records accurate and easy to retrieve.
 - Provided first-line IT support, troubleshooting printers and computers to keep the office running.
- Digital Marketing Specialist** | X-VEEN (Canada-based) May 2020 – Dec 2023
- Created and scheduled content across Facebook, Instagram, Reddit, Pinterest, Quora, YouTube, X and TikTok. Keeping multiple client accounts active with 5-20 posts per week.
 - Designed post graphics, promotional visuals, and campaign materials using Canva and Photoshop.
 - Managed community engagement by replying to comments and messages on client pages.
 - Supported content planning, helping to reach correct audience and customers.

EDUCATION

- Bachelor of Information Technology** | City College of Calamba, Calamba City, Philippines 2025
- Top Performing Student, 1st & 2nd Semester, A.Y. 2023–2024

AVAILABILITY & REMOTE SETUP

Availability: Full-time | Flexible across US (EST/PST), UK (GMT), and AU (AEST) time zones
Setup: PLDT Fiber 100 Mbps + backup mobile data | Two devices | Headset & HD webcam | Quiet workspace

LANGUAGES

English: Fluent / Proficient | **Filipino:** Native