



MULTI-SKILLED VIRTUAL ASSISTANT

[**zanroxgraphics.com**](http://zanroxgraphics.com)

I do have over **14 years of working experience**. I am a Multi-Skilled individual who can help you with:

- 2D and 3D motion Graphics
- 3D Modeling and texturing
- Graphic & Web Designs
- Video Editing
- Website Creation & Management using WordPress, Shopify and etc.
- Social Media Management
- Calendar Management
- Google and Facebook Ads
- Inbound, Outbound, Chat and Email Support

CONTACT

+63 907 964 6140

EMAIL:

[**zosajuela@gmail.com**](mailto:zosajuela@gmail.com)

SAJUELA, ZANO OLIVER

General VA / MARKETING ASSISTANT
VIDEO EDITOR/MOTION GRAPHICS/GRAPHIC DESIGNER
3D MOTION GRAPHICS/
FRONT-END DEV (WORDPRESS/SHOPIFY/HTML CSS)

EDUCATION

Radiologic Technology

2007 – 2011 – Cebu Doctors University
2020 - Zuiitt Full-Stack Web-Developer
2023 – Udemy Google Ads

WORK EXPERIENCE

FRONT PAGE DIGITAL MARKETING [February – AUGUST 2024]

- Helped Design E-commerce Websites using templates
- Create Graphic Design for Websites, Product Branding, 3D Product Modeling and Product Listing
- List Products in Amazon and Create Motion Graphics for Ads
- Video Editing for Products (short form and long form videos)
- Video Editing for Podcast and Coaching Videos

TEAMFICIENT – VA and Video Editor

[June 2021 – February 2024]

- Inbound Support and Outreached Programs & Campaigns
- Created Educational Videos for Driving Schools using 3D & 2D Animation
- Created Business Videos and Graphic Designs for Teamficient.
- Created Blog Video, Ads and Edited Simple Podcast videos
- General Research

Upwork Freelancing

[February 2020 – June 2021]

- Kr1tna Media
 - Helped created the and Manage the Website.
 - Created Banners and Motion Graphic Videos.
- Skin Touch
 - Created 3D Animated for their Products.
 - Manage Soc-Med
 - Created Graphics Ads
- Blue Spruce Maids
 - Created Video Ads and Graphic Ads
 - Handled Calls and Escalations
- Atlas Real Estate
 - Created 2D Motion Graphics
 - Created Brochure for Real Estate.
- Metro Star Trading
 - Created Product Animations and Graphic Designs for Websites
 - Created and Manage Shopify and WebCake Websites

Telstra International PH Inc.

(SME / Team Lead) June 2014 – February 2020

- Manage 15 – 20 Customer Service Agents.
- Call Listening and Coaching Agents.
- Manage Admin tasks for agents and Conducted Weekly Business Reviews and Reporting.
- Tasks to Handle Cluster Monthly Reviews
- Handled Projects such as Cluster Sales and FCR Improvements.
- Taking Escalation Calls and Provide Product Support

OTHER WORK EXPERIENCE

- Design Consultant with Author Solutions
(June 2011- December 2011)
- Customer Service, Sales & Retention with Sprint
(December 2011- March 2013)
- Subject Matter Expert with Teletech powered by Telstra
(March 2013 – June 2014)

SKILLS



