



MULTI-SKILLED VIRTUAL ASSISTANT

PORTFOLIO LINK
[zanroxgraphics.com](https://www.zanroxgraphics.com)
DIRECT LINK HERE



<https://drive.google.com/drive/folders/1aS1wBRu7jJ8bm9K21pwgX4TSgngarZ>

I do have over **16 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
- Inbound, Outbound, Chat and Email Support

CONTACT

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EMAIL:

zosajuela@gmail.com

SAJUELA, ZANO OLIVER

General Virtual Assistant, Video Editor and Motion graphics

WORK EXPERIENCE

THE TIB BAR GUY – Video Editor & Motion Graphics and GENERAL VA [December 2024 - December 2025]

- Video Editor and Graphic Designer
- Creates Short form videos Ads and long form Instructional Videos
- Update Shopify website and manage social media

FRONT PAGE DIGITAL MARKETING -Video Editor and Motion Graphics [February 2024 – December 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 – General VA and Video Editor [June 2021 – February 2024]

- Inbound Support and Outreach 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
- Email and text marketing
- Manage Social media, reviews and website

Upwork Freelancing [February 2020 – June 2021]

- Kr1tina 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)

EDUCATIONAL BACKGROUND

- Radiologic Technology – Cebu Doctors University
- Certified Full-Stack Web-Dev – Zuiitt Bootcamp
- Certified Google Ads – Udemy

SKILLS

