



Angel

Social Media Manager, Marketing Specialist, Admin Assistant

We recently placed Angel with a Houston-based investment firm as a Marketing & Social Media Specialist at \$11/hr.

SUMMARY

Results-driven Social Media Manager, Marketing Specialist, and Administrative Assistant with 5+ years of experience providing high-level executive support and digital marketing expertise. Strong background in luxury real estate branding, content strategy, and lead generation for international firms. Proven ability to enhance brand awareness and boost sales by managing end-to-end social media operations in fast-paced environments.

HIGHLIGHTS

- 5+ years of specialized social media management expertise, creating engaging content and maintaining brand consistency for luxury listings.
- Managed complex executive operations including high-volume email correspondence, calendar scheduling, and appointment setting.
- Expert in property marketing, successfully uploading and managing listings across Facebook, Instagram, and various realtor websites.
- Advanced creative skills in photo and video editing using Canva, Photoshop, and Adobe Premiere Pro to produce high-impact reels and carousel posts.
- Skilled in lead generation and prospecting, identifying audience preferences and benchmark trends to align with business goals

CORE SKILLS

- Social Media: Content Strategy, Community Engagement, Trending Audio Research, Brand Development
- Executive Support: Email & Calendar Management, Lead Qualifying, Client Correspondence, Time Management
- Digital Marketing: Prospecting, SEO for Listings, Social Media Tools, Audience Analytics
- Creative Production: Photo/Video Editing (Reels), Copywriting (Captions), Graphic Design, Blog Layout
- Leadership: Team Performance Monitoring, Coaching, KPI Reporting, Project Timeline Implementation

TOOLS & CERTIFICATIONS

- Certificates: B.S. in Business Administration - Financial Management (Lyceum of the Philippines University)
- Tools: Canva, Photoshop, Adobe Premiere Pro, Microsoft Office, Meta Business Suite, Realtor Platforms

