



# ALLEAH VINE ONIELES

Virtual Assistant

## About Me

Enthusiastic and detail-oriented individual with experience in video editing, social media management, and content creation. Skilled in creating engaging content for multiple platforms, with proven success in growing audiences. Adept at managing administrative tasks and customer service. Eager to contribute creativity and technical expertise to a dynamic team.

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Nabunturan, Davao de  
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## Education

### QUICKDESK VIRTUAL SOLUTIONS

Virtual Assistant Training

April 2024 - June 2024

### ST. VINCENT DE FERRER COLLEGE OF CAMARIN, INC.

Accountancy, Business and  
Management (ABM)

September 2021 - June 2023

## Skills

- **Video Editing:** Adobe After Effects, Filmora, CapCut
- **Social Media Management:** Audience Growth, Analytics, Facebook Page Management
- **Content Creation:** Trend-based Media, YouTube, Instagram, Canva
- **Administrative Tasks:** Client Inquiries, Data Entry
- **Customer Support:** Online Bookings, Client Communication
- **Inventory Management:** Sales Reporting, Cash Handling

## Experience

### Video Editor

March 2019 - Present

#### Freelance

- Developed expertise in video editing through social media content creation, school projects, and freelance work.
- Created diverse video content, ranging from fast-paced edits to narrative-driven pieces, adapting editing styles to suit project goals.
- Collaborated on e-commerce projects by producing social media ads and user-generated content (UGC), continuously refining editing skills and staying current with industry trends.

### Online Receptionist

April 2023 - Present

#### Tinago Blue Lagoon Resort & Campgrounds

- Handled online inquiries, bookings, and reservations, providing timely responses and ensuring smooth customer service.
- Assisted customers with booking-related questions, improving overall satisfaction with the resort's services.

### Inventory Clerk Intern

May 2023

#### Country Fried Chicken

- Completed a 90-hour internship, focusing on inventory management and encoding sales reports.
- Assisted in double-checking cash breakdowns and performed bank errands, gaining hands-on experience in business operations.

### Content Creator & Social Media Manager

#### Youtube & Instagram

April 2019 - June 2022

- Built and managed my own YouTube and Instagram accounts, focusing on anime edits
- Grew Instagram page to 700 followers with posts receiving 10k-20k views, and a peak of 41k views.
- YouTube channel reached 1.22k subscribers with total views exceeding 488,000, with the most popular video amassing 90k views.
- Managed content planning and growth strategies, adapting content to trending topics in the anime community.
- Note: Social media profiles are currently inactive but remain available for reference.

#### Tinago Blue Lagoon Resort & Campgrounds

April 2023 - March 2024

- Managed and grew the resort's Facebook page, increasing followers to 1.1k and boosting page likes by 900+.
- Created and implemented content strategies, enhancing online visibility and engagement, which directly increased inquiries and bookings.
- Utilized Facebook insights to optimize content performance, delivering more targeted and engaging posts for the audience.

## LINKS FOR REFERENCE:

- **YouTube Channel:** <https://www.youtube.com/@tsvkeiji>
- **Instagram Page:** <https://www.instagram.com/avxnnee.mp4/>
- **Facebook Page Management:** <https://drive.google.com/file/d/1tctwGR-cmAfLsi2aul6uWURIUcJhcg7G/view?usp=sharing>
- **My Portfolio:** <https://avoniee255324.wixsite.com/my-site-2/portfolio>