



Joiset Manuel Abacan

also known as

Joise Green

SOCIAL MEDIA & DIGITAL MARKETER

GRAPHIC DESIGN | VIDEO EDITING



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[dailyjois.wordpress.com](#)



WORK HISTORY

SENIOR MARKETING ASSISTANT

JULY 9, 2020 – JULY 1, 2022 MONKEYS IN HATS

www.monkeysinhats.com

DUTIES & RESPONSIBILITIES:

- Creating Social Media Content (Graphics/Video, caption, and backlinks) and posting on all platforms available (Facebook, Instagram, Twitter, Google MyBusiness & LinkedIn) for multiple Luxury Consignment clients focused on clothing and furniture.
- Creating and designing Templates and emails using MailChimp - Email Marketing for Product Highlight, Weekly New Arrivals, Sales & Promotions, Events, and Newsletters.
- Engage and respond to inquiries or comments on Social Media
- Creating & Managing content calendar (Daily Posts, Holidays, Change of seasons, Sales & Promotions, Engaging posts)
- Managing the team's tasks and to-do list on Monday.com and making sure all team members are meeting the deadlines and due dates.
- Website (WordPress) & Shopify updates for new information, promotions & sales, and seasonal graphics.
- Monthly strategy planning, analytics & reports
- Managing Facebook ads (making sure the budget, run dates, geo-target, and other information are correct)
- Organize graphics, files, and folders for easy access
- Admin tasks that may be assigned from time to time.

MARKETING & DESIGN GENERAL VIRTUAL ASSISTANT

MARCH 20, 2019 – JUNE 30, 2020 TEMPLETON REAL ESTATE (TEXAS)

www.tregdfw.com

DUTIES & RESPONSIBILITIES:

- Creating Social Media Content (Graphics/Video, caption, and backlinks) and posting on all platforms available (Facebook, Instagram, Twitter, Youtube, Google MyBusiness & LinkedIn) Samples are weekly market watch, daily business, and real estate quotes, local events, featured listings, local small businesses and more.
- Creating and designing in MailChimp - Newsletters, Featured Listings & Upcoming events.
- Engage and respond to inquiries or comments via Social Media Platforms.
- Creating & Managing Monthly Content Calendar
- Create print materials needed for Open Houses & Events such as door hangs, flyers, brochures, calling cards, Letterheads, and more.
- Website updates, Re-design & Basic SEO
- Sending birthday greetings to friends and KW Group members (Daily)
- Weekly meetings & Monthly Social Media analytics reporting
- Video Editing for Walk-throughs and featured listings and uploading on Youtube and sharing across all platforms
- Editing video blogs for personal branding
- Admin tasks that may be assigned from time to time.

MARKETING & DESIGN GENERAL VIRTUAL ASSISTANT

MARCH 2, 2018–MARCH 5, 2019 FOCUS REAL ESTATE (NYC)

www.kwnyc.com/teams/focus-real-estate-team

DUTIES & RESPONSIBILITIES:

- Creating Social Media Content (Graphics/Video, caption, and backlinks) and posting on all platforms available (Facebook, Instagram, Twitter, Youtube, Google MyBusiness & LinkedIn) Samples are weekly market watch, daily business, and real estate quotes, local events, featured listings, local small businesses and more.
- Creating and designing in MailChimp - Newsletters, Featured Listings & Upcoming events.
- Engage and respond to inquiries or comments via Social Media Platforms.
- Creating & Managing Monthly Content Calendar
- Create print materials needed for Open Houses & Events such as door hangs, flyers, brochures, calling cards, Letterheads, and more.
- Website updates, Re-design & Basic SEO
- Weekly meetings & Monthly Social Media analytics reporting
- Video Editing for Walk-throughs and featured listings and uploading on Youtube and sharing across all platforms
- Managing Facebook ads (making sure budget, run dates, geo-target, and other information are correct)
- Admin tasks that may be assigned from time to time.

MARKETING & DESIGN GENERAL VIRTUAL ASSISTANT

JULY 2, 2017 – JANUARY 10, 2019 CENTRAL NEW YORK REAL ESTATE (CNY)

www.relocatetosyracuse.com

DUTIES & RESPONSIBILITIES:

- Creating Social Media Content (Graphics/Video, caption, and backlinks) and posting on all platforms available (Facebook, Instagram, Twitter, Youtube, Google MyBusiness & LinkedIn) Samples are business, and real estate quotes, local events, featured listings, local small businesses and more.
- Creating and designing in MailChimp and Bombbomb - Newsletters, Featured Listings & Upcoming events.
- Engage and respond to inquiries or comments via Social Media Platforms.
- Creating & Managing Monthly Content Calendar
- Create print materials needed for Open Houses & Events such as door hangs, flyers, brochures, calling cards, Letterheads, and more.
- Website updates, Re-design & Basic SEO
- Weekly meetings & Monthly Social Media analytics reporting
- Video Editing for Walk-throughs and featured listings and uploading on Youtube and sharing across all platforms
- Admin tasks that may be assigned from time to time.

SOCIAL MEDIA MANAGER & GRAPHIC DESIGNER – PART TIME

SEPTEMBER 28, 2017 – NOVEMBER 10, 2018 DIVINE SPINE CHIROPRACTIC

www.chiropractor-reddeer.com

DUTIES & RESPONSIBILITIES:

- Creating Social Media Content (Graphics/Video, caption, and backlinks) and posting on all platforms available (Facebook, Instagram, Twitter, Youtube, Google MyBusiness & LinkedIn), samples are quotes, informational graphics about chiropractic, CTA and other relevant information about the business.
- Engage and respond to inquiries or comments.
- Creating & Managing content calendar
- Create print materials needed for the clinic
- Website updates & Re-design
- Admin tasks that may be assigned from time to time.

LAYOUT ARTIST / GRAPHIC DESIGNER – PART TIME
MARCH 23, 2017 – SEPTEMBER 25, 2017 JC MERCANTILE DESIGNS
www.mercantiledesign.com

DUTIES & RESPONSIBILITIES:

- Creating graphics and layouts that can be printed such as wall hangs, personalized mugs, pens, t-shirts, and more.
- Admin tasks that may be assigned from time to time.

SOCIAL MEDIA MANAGER – PART TIME
AUGUST 13, 2016 – MARCH 5, 2017 JESSICA WILDEN WELLNESS COACH
[Facebook: Jessye Wilden](https://www.facebook.com/JessyeWilden)

DUTIES & RESPONSIBILITIES:

- Creating Social Media Content (Graphics/Video, caption, and backlinks) and posting on all platforms available (Facebook, Instagram, Twitter, & LinkedIn)
- Engage and respond to inquiries or comments.
- Creating & Managing Monthly Content Calendar
- Admin tasks that may be assigned from time to time.

WEBSITE & PRODUCT CUSTOMER SERVICE AGENT
SEPTEMBER 25, 2013 – JANUARY 5, 2017 YELL UK (HIBU PH) / TATA CONSULTANCY
www.hibu.com

DUTIES & RESPONSIBILITIES:

- Customer service representative for Yellow Pages UK Website & Product Inquiries
- Receive calls & emails from UK clients for website updates such as image/text changes, PDFs, links, etc., and make real-time changes via call and screen share.
- Website re-design for VIP Clients
- Basic image editing
- Educate and provide tips to clients for basic SEO and marketing.
- Create and set up Facebook pages, Twitter, and LinkedIn for new clients.

OFFICE SECRETARY / GRAPHIC DESIGNER
MARCH 1, 2009 – MARCH 1, 2013 NUOVO ART & POWER GROUP INC.
[CEO: MANUEL TAN COSIO JR](#)

DUTIES & RESPONSIBILITIES:

- Appointment and task setting
- Answering emails & call inquiries
- Website and leads-contact research
- Create floor plans using AUTOCAD (self-study) and render and design layout in Adobe Photoshop
- Create cheques for office expenses and services needed
- Created company logos, letterheads, business cards, flyers, magazines, brochures, flyers, and more.
- Created a website and help maintain and update (URL no longer working)
- Admin tasks that may be assigned from time to time.

TOOLS

GRAPHICS

Adobe Photoshop, Illustrator & Canva

VIDEO

iMovie, Final Cut Pro, and Adobe Premier Pro

WEBSITE PLATFORMS

WordPress, Wix, Shopify, GoDaddy, Squarespace, and Duda

SOCIAL MEDIA & OTHER PLATFORMS

Facebook, Twitter, Instagram, TikTok, Google MyBusiness, Youtube, LinkedIn, Quora, Pinterest, Tumblr

ORGANIZING TOOLS

Monday.com, Asana, Trello

EMAIL MARKETING

MailChimp & Bombbomb

OTHER TOOLS

Microsoft Office/Google Docs/Google Sheets, Dropbox, Google Drive, WhatsApp, Skype, Zoom, Slack

ABOUT ME

- Takes initiative in what needs to be done
- Shares ideas and best practices
- Organized
- Fun but professional
(Positive & Cheerful Attitude)
- Creative
- Keen on details
- Fast learner
- Always striving for growth and knowledge
- Problem solver
- Can work with minimal supervision

MY DEVICE

