



# YVONNE PERALTA

WRITER / VIRTUAL ASSISTANT

## ABOUT

I am a licensed professional teacher with diverse experiences as a writer, editor, virtual assistant, as well as a social media manager seeking a position in a field where I can apply my knowledge and skills for continuous improvement.

## WORK EXPERIENCE

### CONTENT WRITER

April 2022 - present    SEOUL GUIDE MEDICAL

- Research and write content about different popular themes for a blog page.
- Edit and rework articles for accuracy, tone and grammar.
- Work closely with team members for collaborations or any necessary editing needed
- Utilize best SEO practices to improve site visibility in search engines

### SOCIAL MEDIA MANAGER

March 2022 - present    ADVATEQ

- Create social media posts, promotional graphics, infographics, marketing material and other content for postings.
- Write copies for each post, making sure that relevant hashtags were used for optimum exposure
- Performed regular postings of items for sale, including ads and other relevant content.
- Perform customer service tasks such as replying to messages, comments, inquiries, etc.

### WRITER - EDITOR / VIRTUAL ASSISTANT

April 2020 - March 2021    LIVEWELL

- Researched and wrote script about different popular themes to be made into videos.
- Edited and reworked articles for accuracy, tone and grammar.
- Managed video production for YouTube channels.
- Prepared scripts for voice over artist.
- Coordinated with team members for any necessary editing needed
- Did final edits on videos before postings.
- Scheduled uploads of finished videos to YouTube, created appropriate descriptions with popular key words to enhance video visibility in searches.

### SOCIAL MEDIA MANAGER

2019 - 2020    Dur-as Sanchez Mira | BestPrelovedPh

- Created an Instagram page from scratch, gathered and increased followers and maintained regular interaction with audience
- Created social media posts, promotional graphics, infographics, marketing material and other content for postings.
- Wrote copies for each post, making sure that relevant hashtags were used for optimum exposure
- Performed regular postings of items for sale, including ads and other relevant content.
- Replied to messages and comments when applicable.

## PROFESSIONAL SKILLS

Classroom Management  
Lesson Plan Creation  
Graphic design  
Video Editing  
Transcription  
Research

## PERSONAL SKILLS

Creative spirit  
Reliability and professionalism  
Communication  
Team player  
Empathy  
Interpersonal Skills

## PROFICIENT IN:

Google Workspace  
Microsoft Word  
Excel  
Publisher  
PowerPoint  
Canva  
Asana  
Trello  
Speechello  
Thumbnailblaster

## **EDITOR / TRANSCRIPTIONIST**

July 2016 – September 2017 Tproject

- Transcribed audio recordings of different themes, fields, and accents into text
- Promoted to Editor position after consistently turning in highly accurate copies.

## **PRESCHOOL TEACHER**

2003 - 2012

- Developed careful and creative programs suitable for each preschool level being handled.
- Employed a variety of educational techniques (storytelling, educational play, media etc.) to deliver instructions to children,
- Maintained an open line of communication with parents and provide appropriate information
- Evaluated students' academic and social growth, kept appropriate records and prepared progress reports.

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## **EDUCATION**

BACHELOR OF ARTS IN SOCIAL SCIENCES,  
MAJORS IN PSYCHOLOGY AND SOCIOLOGY

**University of the Philippines 1998 - 2002**

MATERS STUDIES IN EDUCATIONAL PSYCHOLOGY

**University of the Philippines 2006 - 2007**

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## **CERTIFICATES**

IELTS - OVERALL BAND SCORE 8.0 (ACADEMIC)

**IDP Philippines**

PROFESSIONAL LICENSE FOR TEACHERS

**Professional Regulation Commission**

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## **CONTACT**

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