



Hi! I'm **SOCIAL MEDIA MANAGER** Ritchelle Encabo

ritchelleencabo.words@gmail.com

+639-777-851-960

Versatile writer adept at crafting engaging content for diverse digital platforms. Skilled in SEO optimization, deadline management, and creating captivating copy to drive online engagement and traffic.

WORK EXPERIENCES

2024-2024

SOCIAL MEDIA MANAGER

MLK Marketing | APR 2024 - OCT 2024

2024 - 2024

PODCAST SHOWNOTES WRITER

Grow Your Show | JAN 2024 - MARCH 2024

2022 - 2024

CONTENT AND MEDIA SPECIALIST

Bridgebooks Advertisement Marketing | AUG 2022- JAN 2024

2022 - 2023

MARKETING VIRTUAL ASSISTANT

Cannabis Vape Reviews | AUG 2022 - JAN 2023

2022 - 2022

SOCIAL MEDIA MANAGER

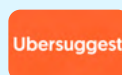
Glittering Glow Skincare | JAN 2022-AUG 2022

2022 - 2022

CONTENT WRITER INTERN

Your Remote Team | JAN 2022 - AUG 2022

TOOLS



SKILLS & EXPERTISE

- Search Engine Optimization
- Social Media Management
- Content writing and Copywriting
- Graphic Design
- Basic Knowledge with WordPress
- Basic Video Editing
- Content Planning
- Digital Marketing

SOFT SKILLS

- Strong organizational and time management skills
- Exceptional communication skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

REFERENCE

RETCHELLIE D. CASERA

Founder of Skill Bridge Virtual Careers

Retchellie.C@skillbridgevirtualcareers.com