



JEROME ANTONIO

SKILLS: GRAPHIC DESIGNER | VIDEO EDITOR | VIRTUAL ASSISTANT | SOCIAL MEDIA MANAGEMENT | LEAD GENERATOR

I am skilled in providing great content management experience with 4 years of expertise and training. Constantly evolving and growing.

PERSONAL DETAILS

GENDER: Male

STATUS: Single

EDUCATION

■ Jesus Saves Integrated School Foundation

Year Graduated: 2019

■ Hermosa Elementary School

Year Graduated: 2015

ACHIEVEMENTS

■ 2024

Able to Monetize a clients Youtube channel

■ 2023

Creations used in various Australian Events

■ 2021

Became the company manuals & guidelines creator

■ 2019

Highest DPS Conversion as a Sales Agent

PROFESSIONAL EXPERIENCE

■ Graphic Designer & Social Media Manager

Wyld Style Network / Squeek & Co.

2023-Ongoing

- Responsible for creating graphic designs, video edits, calendar, emails and inquiries of the customers. Also doing social media managements as well as workflows for each employees.

■ Content Assistant Tier 1 Coaching

2025-Ongoing

- Responsible for getting leads, creating graphics, video editing, calendar management as well as managing socials.

■ Virtual Assistant | Lead Generator

Six3Media Media

2024 - Ongoing

- Gathering leads, Editing graphics as well as doing admin tasks.

■ Admin Assistant

IW Buyers

2024 - 2025

- Worked as a virtual assistant for the owner of IW Buyers in which I researched the market and created graphics for the business.

■ Video editor | Graphic Designer | Social Media Manager

EveryWord Media

2024 - 2025

- Podcast and Reels editor as well as social media manager responsible for upload schedule and content management.

■ Video editor | Graphic Designer | Social Media Manager

Who the Wyld Things Are

2024 - 2025

- Podcast and Reels editor as well as social media manager responsible for upload schedule and content management.

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- **Pineapple Hoops**
Video editor | Graphic Designer | Social Media Manager

November 2024 (Project)

- Streams and Reels editor as well as social media manager responsible for upload schedule and content management.

- **Video Editor | Graphic Designer**
Network Build Grow

November 2024 (Project)

- Worked as a part-time video editor and graphic designer.

- **Virtual Assistant | Graphic Designer**

iConX

September 2023 - December 2024

- Worked as a part-time graphic designer and social media manager for crypto business.

- **Virtual Assistant | Graphic Designer**
Gashaton

September 2023 - December 2024

- Worked as a part-time graphic designer and social media manager for crypto business.

- **Email Management**
AI Foresight

October 2023 - November 2024

- Worked as a part-time email manager of the CEO of Foresight. Managed thousands of emails and sorted the emails until everything is organized.

- **Marketing Associate | Graphic Designer**
NECA Victoria

August 2022 - September 2023

- Trained editor and marketing associate of an Australian company that started since 1916. Organizing campaigns and events.

- **General Virtual Assistant**
Cubicles

June 2022 - July 2022

- Worked as a freelancer for Cubicles a Brooklyn based Jewish company that offers online services to Jewish customers. Booking flights, making orders, doing government papers etc.

- **Customer Service Representative**
iQOR

June 2022 - July 2022

- Worked as a customer service representative at accounts like Collections Etc., Sprint and T-Mobile. Was trained at handling multiple types of tasks/concerns. Trained to do phone calls as well as technical support and sales.

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TOOLS

SOCIAL MEDIA MANAGEMENT TOOLS

- Social Pilot

CONTENT CREATION TOOLS

- Canva
- Adobe Premiere Pro
- Photosho
- Lightroom
- Indesign
- Illustrator
- Adobe Campaign Developer
- Opus
- Capcut

CRM TOOLS

- Jolt
- Higher Logic
- Hubspot
- Salesforce

E-COMMERCE TOOLS

- Etsy
- Printify
- Shopify
- Amazon

PROJECT MANAGEMENT TOOLS

- Asana
- Imis
- Opus
- Click Up

ADMIN TOOLS

- MS Office - Word, Excel, Teams, Outlook