



JAYBEN BARRAMEDA

Virtual Assistant

CONTACT

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866 Labanos St. Pasig, Manila

EDUCATION

Professional Caregiving Course

St. Augustine School of Nursing
2008 - 2009

Hotel and Restaurant Mngt.
Cavite State University
2006 - 2008

Household Services NCII
E-Seal Academy
2009

SKILLS

Web Design

Branding

Social Media Marketing

SEO

Bookkeeping

Email Marketing

WORK EXPERIENCE

SUBJECT MATTER EXPERT 2018 - Till Present GODADDY ENTERPRISE

As a GoDaddy SME (Subject Matter Expert), my main role involves providing technical expertise and exceptional customer support for GoDaddy products and services. I assist customers by addressing inquiries, troubleshooting technical issues, and offering solutions. Additionally, I contribute to product development and improvement by providing feedback and collaborating with cross-functional teams. Sharing knowledge, conducting market research, and staying up to date with industry trends are also important aspects of my role.

CUSTOMER SERVICE REPRESENTATIVE 2016 - 2018 BELL CANADA | RETENTION AND TECH SUPPORT

Bell Canada technical and retention support representatives provide assistance for technical issues and work to retain customers. They troubleshoot problems, offer solutions, and provide personalized assistance to ensure customer satisfaction and encourage customers to stay with Bell Canada.

TECHNO PANEL 2016 SENIOR STOREKEEPER

The main role of a storekeeper is to manage and oversee inventory, including receiving, storing, organizing, and issuing goods or inventory. They maintain accurate records, monitor stock levels, fulfill orders, and ensure the proper handling and storage of goods. Storekeepers collaborate with other departments, adhere to safety protocols, and contribute to the overall efficiency of the store or warehouse operations.

ARABIAN TRADING SUPPLY 2010 - 2014 LOG ADMIN

The main role of a logistics administrator is to manage administrative functions within the logistics department, including documentation, scheduling, inventory management, communication, compliance, data analysis, and problem-solving. They support smooth logistics operations, ensure accurate records, facilitate effective communication, and contribute to process improvements in the supply chain.

TRAININGS & CERTIFICATES

VA Training PH
General Virtual Assistant
Manila Philippines
June 2023

CoursBelt
WordPress / SEO / Marketing
Manila Philippines
January 2021