




# JOVYJANE CEA

GENERAL VIRTUAL ASSISTANT

 +63912-522-4509

 CEAJOVYJANE@GMAIL.COM

 CAMARINES SUR, PH



## EDUCATION

PARTIDO STATE UNIVERSITY  
2012-2016

BS BUSINESS ADMINISTRATION



## CERTIFICATES & TRAININGS

- FREELANCING COURSE  
JANUARY 2020
- CAREER SERVICE PROFESSIONAL  
ELIGIBLE



## LANGUAGES

- ENGLISH
- FILIPINO
- FILIPINO SIGN LANGUAGE



## SKILLS

- VIRTUAL ASSISTANCE
- SOCIAL MEDIA MGT
- LEAD GENERATION
- MICROSOFT OFFICE
- CANVA
- ADAPTABILITY
- COMMUNICATION
- TIME MANAGEMENT
- SIGN LANGUAGE



## EXPERIENCE

- 51TALK PHILIPPINES  
ONLINE ENGLISH TEACHER
  - HANDLED FREE TRIAL CLASSES
  - TAUGHT KIDS AGED 0-13  
2017-2019
- LA SALLIAN  
LANGUAGE CENTER  
CAMP TEACHER
  - HANDLED MAN-TO-MAN CLASSES
  - TAUGHT UNIVERSITY STUDENTS  
2019-2020