



# Girlie D. Mentres

## SOCIAL MEDIA MANAGER

### CONTACT

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Tacloban, City

### EDUCATION

#### 2019-2023

Bachelor of Science in Secondary  
Education  
Major in Social Science

Leyte colleges  
Tacloban City

#### 2013-2017

Bachelor of Science In Commerce  
Major in Business Management

Saint Paul School of Professional  
Studies  
Campetic Palo, Leyte

### ABOUT ME

Dedicated Teacher/ Social Media Manager with a keen eye for detail and a passion for crafting engaging and error-free written material. Experienced in curating and polishing content across various genres to captivate audiences.

### WORK EXPERIENCE

#### 2024

Administrative Staff/  
COS

Assist administrative managers in managing schedules, budget, personnel databases, and generating reports.

#### 2023

Lucky99 Outsourcing Solution  
Inc.

Manages the online affiliate program for an affiliate merchant or advertiser.  
Manage the onboarding process.  
Ensure that the audiences are aligned with the target market.

#### 2011-2014

Freight Process Outsourcing Process  
Solution Inc.

Interpret data, analyzing results using statistical techniques.

\*Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality.

### INTEREST

