



RYAN VERBO

GRAPHICS DESIGNER | GENERAL
VA | REAL ESTATE VA

EDUCATION

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

NEGROS ORIENTAL STATE UNIVERSITY
2008 - 2010 (Undergrad)

BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY

NEGROS ORIENTAL STATE UNIVERSITY
2016 - 2020
Major in Computer Technology

CORE SKILLS

- Automation
- Project Management Skills
- WordPress Development
- Wix Development
- Squarespace Development
- Visual Basic & C++
- HTML, CSS & HTML5
- Graphics Design
- Video Editing
- Digital Marketing
- Social Media Management
- Real Estate VA
- Lead Prospecting
- CRM Management
- Database Management
- Reputation Management
- Mastery in Google Apps
- Mastery of MS Tools
- Basic SEO
- Transcription
- Technical Support
- Email Marketing
- Report Analysis
- Knowledgeable at Go High Level
- Podcast/Livestream Management
- Customer Service

EXECUTIVE SUMMARY:

I am a digital specialist with over 14 years of experience in graphic design, web development, digital marketing, automation, and customer service. I am skilled in WordPress, Adobe Creative Suite, SEO, and social media marketing, and I create high-quality websites, branding, and digital assets that drive engagement and business growth. With a strong balance of creativity, technical expertise, and customer-focused solutions, I have supported teams and delivered results-driven strategies that improve brand identity and strengthen online presence in fast-paced, collaborative environments.

WORK EXPERIENCE

SEP 2025 – PRESENT

SOCIAL MEDIA MANAGER (PART TIME)

GELDERMAN GROUP

- Responsible for creating content
- Responsible for creating and editing graphics
- Responsible for editing Videos
- Responsible for managing social Media channels

FEB 2025 – MAY 2025

SOCIAL MEDIA MARKETING (PROJECT)

BEST IN CLASS EDUCATION CENTER

- Responsible for creating the Content Calendar
- Responsible for creating and editing graphics
- Responsible for creating marketing Videos
- Responsible for managing social Media channels
- Responsible for implementing social Media Strategies
- Responsible for creating social Media Analytics

JAN 2024 – FEB 2025

REAL ESTATE VA | EXECUTIVE ASSISTANT | ADMIN ASSIST

AJX COMPANIES

- Responsible for editing videos for social media use.
- Responsible for helping the HR Team for onboarding and offboarding.
- Responsible for helping the Marketing Team with content and graphics.
- Responsible for managing YouTube content adding timestamps, descriptions, featured images, and end screens.
- Responsible for assisting the CEO.
- Responsible for database management in the companies hosting.
- Responsible for email management.

MAR 2021 – NOV 2023

SOCIAL MEDIA MANAGER & GRAPHICS DESIGNER & VIDEO EDITOR

MY AMAZON GUY (2023) & AUTHENTIC RE (2022) & SCOTT KMP GROUP (2021)

- Responsible for editing videos for social media posting
- Responsible for creating posts for Social Media and scheduling it
- Responsible for managing YouTube content adding timestamps, descriptions, featured images, and end screens.

ADDITIONAL INFO

- Superlative communication & leadership skills
- Dynamic, flexible, open to working shifting schedules, and thrives in a team environment.
- Works well independently and completes assigned tasks in the established timeframe, completes regularly.
- Works productively and professionally.
- Understands the confidentiality of work.

TRAINING

CERTIFIED IN LEAD PROSPECTING, 2019

Completed Certificate for SalesNav for LinkedIn

SOCIAL MEDIA MANAGEMENT TRAINING, 2016

Completed New VA Training for SocMed Marketing.

TRAINING FOR CRM DATABASE, 2019

Completed training for different types of CRM tools use in Real Estate. (KW Command, Zoho and more.)

ADOBE TOOLS TRAINING PROGRAM, 2017

Enrolled in local classes for Photoshop and video editing workshops.



SCAN ME

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- Responsible for Posting Company News through Social Media and Email.
- Responsible for maintaining the Squarespace website.
- Responsible for creating graphics to use in events and flyers.
- Daily data tasks such as sorting past leads and follow-up.
- Google My Business reputation management.
- Responsible for editing flyers, signitures and branding.
- Responsible for managing YouTube content adding timestamps, descriptions, featured images, and end screens.
- Responsible for managing YT, FB, and LI communities.
- Responsible for managing CRM and Email Newsletters.
- Responsible for document followup using docusign

JULY 2019 - 2022

GENERAL VIRTUAL ASSISTANT

MVT

- Responsible for CRM Management (KW Command, EXP, Pipedrive)
- Responsible for Email Management.
- Responsible for Website Management.
- Responsible for Social Media Management.
- Responsible for Graphics and Video Editor.

AUG 2016 - SEP 2018

GENERAL VIRTUAL ASSISTANT

AUDIENCE OPS

- Responsible for posting weekly content for WordPress.
- Responsible for sharing the new post on Social Media, Email newsletters, and medium for backlinks.
- Responsible for creating monthly reports for clients.
- Responsible for editing images used in articles to make them mobile & web-friendly.
- Responsible for maintaining 10 websites.

DECEMBER 2014 - JUN 2016

WEB DEVELOPER & GENERAL VA

VIRTUAL ASSISTANT TALENT

- Create websites using WordPress, Joomla, and HTML
- Basic on-site SEO
- Create and edit graphics used in websites.
- Data Entry for Excel and Spreadsheets.
- Social Media Management.

MAR 2013 - SEP 2014

WEB DEVELOPER

RICHARD MATHIAS LLC

- Responsible for creating websites.
- Responsible for maintaining websites.
- Designing and sending Mailchimp Newsletters.
- Upload YouTube videos and link them to the website.
- Basic on-site SEO.

JUL 2012 - JAN 2013

VIRTUAL ASSISTANT FREELANCER

MULTIPLE COMPANIES: *BELOCAL, DOLLY VARDEN ALASKA, CAREER CONFIDENTIAL, RF BACKLASH.*

- Responsible for creating new eCommerce websites, new opt-in forms, and membership websites.
- Responsible for editing WordPress websites, posting new content, and making sure to post on social media for notification.
- Initiated a series of marketing campaigns including email, digital, and social media.
- Responsible for being an admin and tech support for RF Backlash.
- Converting old HTML websites to new optimizepress websites.
- Responsible for research and data entry.
- Responsible for editing videos used both for YouTube and membership websites.
- Responsible for editing images.