



Crystal Joy P. Dizon

SOCIAL MEDIA MANAGER

CONTACT



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Pasig City, Metro Manila
1610, Philippines

EDUCATION

Bachelor of Science in Mechanical Engineering

De La Salle University - Manila

2018 - 2022

SKILLS

- Social Media Management
- Facebook Ads
- Instagram Ads
- TikTok Ads
- Calendar Management
- Email Management
- Microsoft 365 (Teams, Word, Excel, Powerpoint, OneNote, and OneDrive)
- Google Workspace (Gmail, Drive, Docs, Sheets, Slides)
- Canva (Graphic Design and Video Editing)
- Project Management Tools (Asana, Trello, Notion, Airtable)
- Communication Tools (Zoom, Skype, Slack, Discord)
- Website Creation Tools (Carrd and Wix)

LANGUAGE

- English
- Tagalog
- Cebuano

ABOUT ME

Enthusiastic social media manager, bringing a problem-solving mindset and strong commitment. Quick learner with a dedication to adaptability. Eager to acquire new skills and make a mark in the ever-evolving world of social media management.

COURSE CERTIFICATIONS

PROJECT MANAGEMENT FUNDAMENTALS: A BEGINNER'S GUIDE

Anton Voroniuk | August 22, 2023

- Applied project management theory with expertise in initiation, planning, monitoring, control, and closing phases.
- Demonstrated proficiency in goal-setting, task prioritization, and comparing Waterfall and Agile methodologies, including SCRUM implementation.

FACEBOOK ADVERTISING IN 2023 | ULTIMATE FACEBOOK ADS COURSE

Jim Esen | November 22, 2023

- Proficient in crafting compelling ad campaigns on Facebook, mastering diverse formats and placements.
- Specialized in precise audience targeting, campaign optimization, and budget management, consistently delivering high ROAS and resolving underperforming campaigns.

TIKTOK MARKETING. HOW TO PROMOTE YOUR BUSINESS EFFECTIVELY!

Anton Voroniuk | December 6, 2023

- Proficient in TikTok marketing, adept at account creation, content creation, and utilizing various features, including recommendation feed, video promotions, influencer collaboration, ads formats, duets, and video analysis.
- Skilled in selecting TikTok influencers, creating compelling video covers, stitching videos, and effectively engaging with the audience through comments.

INSTAGRAM MARKETING. HOW TO PROMOTE YOUR BUSINESS!

Anton Voroniuk | December 9, 2023

- Mastered Instagram strategies for business growth, including profile optimization, content creation, and effective use of formats like stories, posts, live streams, and polls.
- Acquired skills in audience engagement, influencer collaboration, and safe advertising implementation on Instagram, guided by top internet marketing professionals.